



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors

INTERNAL/EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the Programme Implementation Unit:

Administrator: Grants Implementation (B5)

Salary Level (Min. to Mid): 291 171 - 344 634 pa

12 MONTH FIXED TERM CONTRACT

Head Office

Purpose: To efficiently, effectively, timely and comprehensively prepare grants payments ensuring adherence to grants management standard operating procedures.

Duties: The duties include but are not limited to the following:

- Prepare grants payments effectively, efficiently, timely and comprehensively ensuring compliance to policies and procedures
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information
- Liaison with internal stakeholders on payments, and processes and procedures regarding the grants disbursement process to ensure the relevant region is informed at all times
- Update DG/Project Contract Information and Project Performance on Commitment Register and SharePoint, TPIMS, and LMS Systems
- Identify discrepancies and maintain the administration processes to ensure compliance with best practices and merSETA policies and procedures
- Communicate timely updates regarding project timelines to regional offices for them to align project service delivery
- Timely prepare RFI documents for internal and external audits ensuring correct and comprehensive submission
- Mentor and guide PI unit Interns and transfer skills and knowledge to enable independent task completion
- Provide input to intern monthly reviews and quarterly feedback reports
- Upload project documents such as MoA's and payment evidence on TPIMS and SharePoint.



- Timely maintain updated MoA's and contract documents aligned with procedures
- Timely, efficiently and comprehensively collate financial documents for review and approvals
- Prepare memos and MoA Addendums for change requests and submit for review to direct report
- Timely and efficiently prepare payment requisition packs for discretionary grants claims ensuring alignment with policies and procedures
- Verify figures in the payment requisition packs and ensure that evidence is in line with internal grant management processes
- Timely submit payment requisition packs to direct report for review and approval
- Capture discretionary grants claims on the tracking register ensuring that the register is always up-to-date
- Stay informed about the latest job-related information by identifying study opportunities, attending short courses and workshops, reading, visiting websites, and engaging with peers to broaden knowledge
- Adhere to all merSETA policies and procedures
- Continuously track, monitor, and measure individual performance against set standards and performance targets
- Effective utilization of best practice and up-to-date knowledge to continuously support service delivery and improve performance
- Professional visible representation of the merSETA, ensuring all behaviours and conduct are aligned with the merSETA values
- Ensure effective, professional communication and dialogue with all Stakeholders, Direct report, Management, Staff & external Stakeholders
- Effectively plan and execute ad hoc projects

Qualities, experience, knowledge and skills required:

- NQF level 6 qualification in Business Administration, Finance, or related
- A minimum of 1 years' experience in an Administration or related position
- Customer Service Orientation
- Concern for Excellence
- Communication Skills
- Good verbal and written communication skills
- Computer literacy
- Attention to detail and accuracy
- Analytical thinking and problem solving
- Financial acumen
- Teamwork
- Ability to work under pressure and with high demand

The MERSETA is an equal opportunity employer; however, **preference will be given to Affirmative Action Candidates and People with Disabilities in line with the EE Plan.** Please submit a detailed CV, application form and motivational letter to: recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful.

The MERSETA reserves the right to not make an appointment.

CLOSING DATE: 20 February 2024