



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

EXTERNAL ADVERT

We have an excellent opportunity for the following professionals to enhance our Levy and Grants Unit

Administrator: Levy and Grants x2 (C2)

Salary Level (Min. to Mid): 387 341 - 463 914 pa

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

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

- Maintain levy income schedule ensuring reconciliation to receipts from DHET
- Assist with the processing of mandatory grants payments
- Assist with the processing of discretionary grant payments
- Assist with maintaining the projects and discretionary grant commitment register effectively
- Recover overpayments of mandatory and discretionary grants
- Follow-up on the SETA debt recovery process which includes liaisons with stakeholders and debt collectors
- Compile monthly reports and schedules that will assist in the finalization of monthly management pack
- Completion of general ledger reconciliations
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information
- Assist and attend to all internal and external audit queries – produce the correct documents to support the audit process efficiently
- Efficiently and effectively process of payments ensuring adherence to procedures
- Processing of inter seta transactions, including liaising with the other SETA's when required



Qualities, experience, knowledge and skills required:

- National Diploma/Degree in Financial Management / Accounting / Bookkeeping or Related field
- 3 years bookkeeping and financial experience
- Adequate understanding of the SETA's financial environment, including payments of grants
- Financial system knowledge and experience
- Advanced Computer skills (Microsoft Office Excel & Word)
- Attention to detail
- Analytical acumen
- Deadline driven and be able to work under pressure
- Possess above average problem solving skills
- Good oral and written communication skills
- Understand team dynamics and active participation in team outputs
- Customer-orientated

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: 12 February 2024