



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 Strategy Research and Reporting Division

Administrator: Quality Management Systems B5
Salary Level (Min. to Mid): 291 171 – 344 634 pa
FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office

Purpose: The role is responsible for maintaining and administering the Quality Management System (ISO 9001:2015) and other integrated systems to ensure the seamless operation of quality assurance processes.

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

- Timely, efficiently and effectively administer and maintain the QMS and other integrated systems ensuring adherence to QMS standards
- Maintain digital internal quality registers to ensure up-to-date and accurate quality register
- Administer and disseminate quality related matters/queries across the organisation to ensure all departments and employees are informed
- Provide quality support, guidance and information on request from departments, management and employees
- Analyse complaints, compliments, and suggestions and draft a report on a quarterly basis detailing trends and improvement opportunities for the merSETA
- Upon receiving audit assessments, action internal and external non-conformances registers, monitor corrective actions and mitigating strategies, actions and initiatives are implemented
- Administer, develop, improve, and maintain ISO 9001:2015 certification
- Proper record-keeping on Share Point, including basic procurement processing, payment request processing, and travel bookings
- Coordinate, organise and administer QMS activities, including meetings, minutes, and attendance registers



- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information
- Administer the budget, including re-allocations, and handle invoices against set QMS budget
- Schedule QMS awareness sessions and ensure attendance registers are maintained
- Provide support for the implementation of systems, processes, policies, and procedures to achieve key merSETA strategic goals.
- Support the development and administration of stakeholder corrective and preventative action (CAPA) and internal non-conformance.
- Manage the distribution of office stationery and supplies ensuring adherence to procedure
- Stay informed about the latest ISO 9001:2015 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

Qualities, experience, knowledge and skills required:

- NQF level 6 qualification in Quality Management or related field
- A minimum of 1 year experience in Quality Management within a public, manufacturing, engineering or service environment
- 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: 23 February 2024.