



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 excellent opportunities for the following professionals to join Client Services Division:

Manager: Gauteng South (D3)

Salary Level (Min. to Mid): R904 718 – R1 114 203 pa

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
GAUTENG SOUTH REGIONAL OFFICE

Purpose –Catalyst between the various industry partners, government and merSETA's needs and requirements to determine key focus areas for skills development in the region.To lead, manage, guide, coach, motivate, performance manage and inspire the regional client team to ensure the successful implementation of the Operational, Strategic and Annual Performance plans as per the agreed DHET targets, NSDP and stakeholder needs and requirements for the region.On national level overseeing an average of 17 000+ learners per year, with an average of about 7 000+ agreements over a four-year period.

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

- Build and maintain stakeholders' relationships across the region ensuring stakeholder needs are understood, appropriate time allocation per region and opportunities are optimally exploited
- Ensure effective and efficient end-to-end delivery, implementation and quality assurance of projects and programmes, learning programmes, SME development, career guidance, special projects, grants management and administration), special projects) in the region that will result in optimal regional performance
- Manage, guide, develop, coach, motivate, performance manage and inspire the regional team ensuring performance against set individual and regional targets
- Give input into the conceptualization of all projects and programmes in the region



- Ensure adherence to merSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor and measure the regional results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to maintain or exceed targets
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of performance status for the region
- Provide key inputs and support from the region to inform the development of Operational SETA's Sector Skills Plan, Strategic, Annual Performance and Provincial Operational Plans to ensure delivery on sector needs and requirements, whilst ensuring compliance with legislation
- Ensure the effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve regional SETA performance
- Close working relationship between Programme Implementation, QA, and Finance to enable optimal SETA performance
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure proper management of regional administration and projects finances
- Manage, control and effectively utilization of the regions operations budget with healthy controls to mitigate against irregular, fruitless and wasteful expenditure
- Implement sound corporate Governance in all aspects of the region's operations with integrity
- Inculcate a culture of learning and development which will encourage and build a capable regional team in the form of skilled personnel, in all areas with sound business processes in place
- Professional conduct in representation of the SETA which will demonstrate the SETA values
- Effective and professional communication and dialogue with external and internal stakeholders (Management, Staff and external Stakeholders)
- Continually build a healthy relationship in relation to a changing environment, so that people can adapt quickly to necessary reinvention and the changing SETA Landscape
- Successfully plan, coordinate, manage and execute ad hoc projects
- Ensuring that queries are resolved at the regional level with regards to client delivery and support assistance required from free state regional office

Qualities, experience, knowledge and skills required:

- NQF Level 7 qualification in Business Management/ Commence/ Education / Training/ Project Management/ Finance/ Office Management or related field
- NQF Level 8 qualification in Business Management/ Commence/ Education / Training/ Project Management/ Finance/ Office Management would be advantageous
- 5 years' experience in skills development area
- Knowledge of skills development legislation, relevant practical experience, management leadership skills
- Providing Direction
- Building Relationships
- Analysing and problem solving
- Management Control
- Customer service orientation



- Strategic analysis
- Teamwork
- Oral and Written Communication
- Commercial Orientation
- Assertiveness
- People Development
- Rule Orientation
- Contract Management
- Finance Acumen
- Assertiveness
- Ethical Behaviour
- Experience in Managing Staff
- **Must have own transport and a valid driver's license**

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 March 2024.