



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 Operations unit:

Senior Specialist Operations (D3)
Salary Level (Min. to Mid): R904 718 – R1 114 203 pa
FIXED TERM CONTRACT: 12 MONTHS
OPERATIONS: HEAD OFFICE

Purpose – To assist and support the COO with the successful implementation and achievement of the Operational, Strategic and Annual Performance Plans as per DHET targets, NSDP and stakeholder needs and requirements for the merSETA.

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

- Actively drive target implementation across all regions, ensuring continuous follow-up with individuals responsible for delivery.
- Continuously track, monitor, measure and statistical analysis of regional results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to maintain or exceed targets.
- Support Regional Managers and CLOs with resolving potential challenges with implementation of key performance targets.
- Monitor operational performance against targets on a weekly basis by preparing status reports and dissemination of reports to all regions.
- Provide proactive recommendations and consultations with Regional Managers to drive delivery on performance targets.
- Assist with effective stakeholder relationship management across the regions to support delivery on the NSDP and to amiably resolve complaints ensuring all feedback loops are completed.
- Continuous oversight of the Annual Performance Plan (APP) on a national basis ensuring the COO is informed and up-to-date with operational performance, potential risks and challenges.



- Liaise with Regional Managers and CLOs on key strategic programmes and projects to ensure alignment to objectives, deliverables and timelines.
- Identify, coordinate, manage and schedule strategic stakeholder management feedback sessions on request with input of Regional Managers
- Provide administrative expense oversight of the Operational budget nationally ensuring cost effective utilization and control of the Operational budget.
- Establish and maintain close working relationship with Research and Innovations, Strategic Planning and Performance Reporting to ensure optimal integration of SETA functions in all Operations.
- Liaise with the CEO's office to ensure alignment of offices and optimal integration and streamlining of efficiencies and effectiveness of operations.
- Assist with preparing and consolidation of AA and other Committee reporting.
- Ensure adherence to merSETA policies, procedures, PFMA and relevant legislation.
- Provide statistical analysis of all formal, standard reporting and feedback provided by Monitoring & Evaluation in order to ensure accurate, up-to-date reflection of performance status per region.
- Review and assess all Operational policies and procedures before submission to COO for approval.
- Develop and implement streamlined processes to drive cross functional, regional team collaborations.
- Review and validate integrated reports for submission to governance structures before COO final approval.
- Effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve merSETA performance.
- Support a close working relationship between Operations departments, Strategy, Research & Reporting and Finance to enable optimal merSETA performance.
- Knowledge-sharing, documentation of information and supporting an Operational team that is informed and up-to-date with developments in the sector.
- Assist the COO to build, maintain and grow relationships across the regions ensuring stakeholder needs are understood, appropriate time allocation per territory and opportunities are optimally exploited.
- Assist with implementing sound corporate Governance in all aspects of the merSETA's operations ensuring the integrity of merSETA operations.
- Professional visible representation of the merSETA, ensuring all behaviours and conduct are aligned with the company values.
- Effective, professional communication and dialogue with all Stakeholders, and also between Management, Staff and external Stakeholders
- Efficiently and effectively manage, coordinate and implement adhoc projects.

Qualities, experience, knowledge and skills required:

- An appropriate NQF 7 qualification.
- NQF 8 or higher qualification will be an added advantage
- 4 years experience in a project management or skills development related position.
- 5-7 years' experience in a project management or skills development related position will be an advantage
- Monitoring and reporting experience on performance targets in the seta environment is essential.
- Proven track record in driving execution and optimizing performance.
- Knowledge, understanding and appreciation of regulatory and legislative framework within the SETA landscape.
- Ms Office
- Communication Skills
- Customer service Orientation



- Problem Analysis
- Technical Skill and Competence
- Concern for Excellence
- Judgement
- Relationship Management
- Commercial Orientation
- Innovation
- Integrity
- Decisiveness
- Stress Tolerance

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 and motivational letter to: recruitment@merseta.org.za

Only short-listed candidates will be contacted. Only shortlisted 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: 07 March 2024