



**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**

**Specialist: Human Resource Development C3**

**Salary Level (Min. to Mid): R449 750 - R538 677 pa**

**FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**Head Office**

**Purpose** – To support the design, development, delivery and evaluation of organizational development and training initiatives aligned with the Strategic priorities and needs of merSETA. Areas of responsibility include: learning and development, leadership development, change management, talent management, succession planning, and team effectiveness initiatives. This position provides consultation and support for organizational change and effectiveness to the merSETA.

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

- In consultation with the HR team and key stakeholders, implement and provide support for a number of HR interventions such organizational development, change and transition management, team culture, and team effectiveness.
- Creates and updates Organization Charts and reflects any changes occurred such as (New Hires, Promotions, Transfers, rotations, and Resignations)
- Provides support and consultation to managers to assist in identifying training program requirements and provide associated training reports
- Provide data and analytical support through research, data mining, distillation, and communication of findings relevant to current talent management processes.
- Manages and updates training information on internal website
- Creates & updates job profiles for HR Operations team to implement and utilize for various HR processes and procedures
- Participates in Performance Management Process including implementation of the performance management system by reviewing the application of the system continuously throughout the year and following up on the results with all departments.
- Assists in applying and monitoring the key performance indicators (KPIs) for each function within the organization.
- Conducts exit interviews and analyzes the related monthly reports to identify the exit reasons and reduce & maintain turnover rate.

- Support the onboarding & induction programs ensuring alignment with SETA needs and requirements.
- Professional visible representation of the SETA, ensuring all behaviors and conduct are aligned with the SETA values
- Effective, professional communication and dialogue with all Stakeholders, and also between Management, Staff and external Stakeholders
- Support the WSP/ATR Submission end to end process
- Process all training and development requests for approval
- Provides support to HR Operations team in training database management, training program development, code table maintenance, and ensure training data integrity.
- Effectively plan, coordinate, manage and execute ad hoc projects

**Qualities, experience, knowledge and skills required:**

- NQF level 6 qualification in an HR field/ Training/Education/Leadership/Business Management/Administration
- 3 years' experience in Human Resources with a special focus training and development and organizational development
- Excellent presentation and facilitation abilities.
- Working knowledge of HR systems
- Strong attention to detail and accuracy.
- Knowledge of HR practices and processes
- Proficiency in MS Word and Excel
- Knowledge of legislation and prescripts that govern Human Resources in South Africa
- Public Sector experience is essential
- Technical Skill and Competence
- Cross Functional Awareness
- Judgement
- Relationship Management
- Commercial Orientation
- Integrity
- Communication Skills
- Problem Analysis
- Persuasiveness
- Innovation
- Collaboration

---

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](mailto: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.**

**This is re-advertisement of the vacancy applicants are encouraged to re-apply if they are still interested.**

**CLOSING DATE 25 March 2024**