



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 excellent opportunities for the following professional to join the Grant Management unit

DATA VERIFIER: GRANT MANAGEMENT (B3) X5

Salary Level : R18 167.17 pm

FIXED TERM CONTRACT: 12 MONTHS

Head Office

Purpose – The purpose of this position is to efficiently assist with the Grants Compliance checks processes, ensuring compliance with regulatory requirements and facilitating the allocation of Discretionary Grants to support the merSETA's needs and requirements.

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

- Responsible for compliance checks for DGYR25 Applicants ensuring compliance to all checklists and specifications
- Follow-up on outstanding documentation to ensure comprehensiveness and compliance on a daily basis
- Verification of the mandatory compliance documents submitted: BBBEE, Tax Clearance and entity registration docs
- Ensure DGYR25 applications completeness are continuously monitored and prioritised to ensure completeness
- Keep specialist and manager informed of progress of each application and proactively propose ways to expedited completion
- Keep abreast of B-BBE and Tax Clearance legislations and regulations
- Attend Discretionary Grants committee meetings and take minutes ensuring all comment and decisions are accurately, comprehensively captured
- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Submit the DG Applicant's file to the Specialist before final sign-off by the Manager



- Conduct a quality check for all relevant documents (pre-screening) before Grants Evaluation Committee meetings.
- Provide accurate and maintained documents during audits
- Prepare documentation for approval ensuring compliance and accuracy for all procedures
- Check the availability of relevant chairpersons and invite Grants Evaluation Committee Members to meetings
- Arrange briefing sessions with internal stakeholders and service providers when required.
- Share knowledge and document information within the Grants Management Unit
- Ensure compliance to merSETA policies and procedures

Qualities, experience, knowledge and skills required:

- NQF level 6 qualification in Administration or related field
- A minimum of 1 year relevant experience
- Knowledge of tax legislations and requirements as well as BBBEE legislation will be an advantage.
- Customer Service Orientation
- Technical Skill and Competence
- Concern for Excellence
- Attention to Detail
- Collaboration
- Communication Skills

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 April 2024

