



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 professional to join the Learning Programmes & Quality Assurance

MANAGER: QUALIFICATIONS DEVELOPMENT D3
Salary Level (Min. to Mid): R904 718 – R1 114 203 pa
FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
Head Office

Purpose – To oversee the development of Courseware, Occupational Standards and Qualifications in supporting stakeholders to ensure that there are Occupational Qualifications to respond to Skills Development Priorities of the Country. To co-ordinate learning programmes activities by ensuring that learning programmes (i.e., occupational qualifications, part-qualifications, occupational skills programmes/process) and courseware are developed, implemented, and monitored in line with the relevant legislations.

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

- Lead the development of industry-specific qualification frameworks and curricula in line with merSETA's strategic goals and industry needs
- Collaborate with industry stakeholders, employers, and subject matter experts to gather input and ensure qualifications meet industry standards
- Ensure that qualifications align with national qualification frameworks and adhere to quality assurance standards and regulatory requirements
- Stay updated on industry trends and gather data to inform the development of qualifications and training programs
- Manage, guide, develop, motivate and performance manage the qualification development team
- Oversee the creation of training materials, including textbooks and other resources to support the delivery of qualifications
- Regularly review and evaluate qualification programs to identify areas for improvement and make necessary adjustments



- Manage the budget allocated for qualification development, ensuring cost-effective and efficient processes
- Prepare and submit reports to regulatory bodies and government agencies to demonstrate compliance with qualification standards
- Foster and maintain strong relationships with industry partners, professional bodies, and educational institutions to enhance merSETA's influence and collaboration
- Support the professional development of team members and facilitate training for educators and assessors involved in the qualification programs
- Explore innovative educational approaches and technologies to enhance the delivery and accessibility of qualifications
- Main Liaison with QCTO with regards to SLA's and all legislative and regulative requirements
- Communicate effectively with internal and external stakeholders, providing updates on qualification development progress and changes
- Promote diversity and inclusivity in qualification development, ensuring that programs are accessible to a broad range of learners
- Identify and mitigate risks associated with qualification development, ensuring the integrity and credibility of the programs
- Define and monitor key performance indicators to track the success and impact of qualification programs
- Manage multiple qualification development projects simultaneously, meeting deadlines and milestones
- Contribute to the development of policies and procedures related to qualification development and implementation
- Stay informed about changes in South African education and labor regulations and adapt qualification programs accordingly
- Adherence to merSETA policies, procedures, PFMA and relevant legislation
- Continuously track, monitor, and measure individual and qualifications development performance against set standards and performance targets.
- Formal, standard reporting and feedback ensuring accurate, up-to-date reflection of qualification development's performance
- Effective utilization of research, best practice, up-to-date knowledge, and intelligence to continuously support service delivery and improve performance.
- Knowledge-sharing, documentation of information and informing key stakeholders on learning development
- Professional visible representation of the SETA, ensuring all behaviours and conduct are aligned with the SETA values
- Ensure effective, professional communication and dialogue with all Stakeholders, Management, Staff and external Stakeholders
- Effectively plan, coordinate and execute ad hoc projects

Qualities, experience, knowledge and skills required:

- NQF Level 7 qualification in Business Management/ Education/Engineering or Related field
- A postgraduate qualification would be an added advantage
- 5 years experience in project management of qualifications/curriculum development



- Advance knowledge and understanding of the Skills Development Act and the related legislation
- Experience and knowledge of Sector Skills Plan and Annual Performance Plan Reports in the seta environment is necessary
- Research experience related to skills development is essential
- Computer literacy essential with excel skills at an advanced level
- Communication skills
- Commercial orientation
- Problem Analysis
- Technical Skills and Competence
- Management Control
- Relationship Management
- Objective Setting
- Budgeting and finance skills
- Attention to detail
- Presentation skills
- Customer service Orientation
- Collaboration
- Team leadership

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: 18 April 2024