



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 an excellent opportunity for the following professional to join the Research & Innovation Division.

Specialist: Chambers Support C3

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

FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

Purpose – The position is responsible for ensuring effective communication and collaboration between merSETA and various chamber committees within the sector. This role supervises the provision of efficient and effective administration and secretarial support, and fostering partnerships, and facilitating initiatives that contribute to the overall success of the organisational objectives.

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

- Serve as the primary point of contact between merSETA and industry sector chambers.
- Establish and nurture strong relationships to ensure effective communication and collaboration.
- Supports collaboration opportunities with chambers.
- Support the enhancement of skills development, training programs, and other relevant initiatives within the sector through partnerships.
- Engage with key stakeholders such as industry leaders, employers, and training providers associated with chambers to support SETA operations and activities.
- Understand Chamber needs and ensure alignment with merSETA's goals.
- Efficiently and effectively coordinate and facilitate programs, workshops, and events in collaboration with chambers.
- Support specific skill development needs to promote sector growth.
- Adhere to merSETA policies and procedures.
- Provide guidance and support to chambers as necessary.



- Analyse data related to chamber activities and draft reports for managerial review.
- Identify trends and prepare reports for internal and external stakeholders, contributing to evidence-based decision-making.
- Advocate merSETA funding windows and other learning programme opportunities.
- Support merSETA's Chamber initiatives and programs through effective resource mobilization.
- Stay informed about industry trends, training methodologies, and best practices.
- Provide input into the development and enhancement of merSETA's learning programs.
- Keep up to date with the latest job-related information by attending short courses, workshops, reading, visiting websites and engaging with peers to broaden knowledge.
- Sharing of knowledge and expertise and keep up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve SETA performance
- Continuously track, monitor, and measure individual and team performance against set standards and performance targets.
- Maintain a close working relationship between and amongst the team to optimally support performance and deliver on stakeholder needs and requirements.
- Support good relationship between the different divisions to continuously support performance and delivery against set objectives.
- Behaviours and conduct are aligned with the merSETA values.
- Effective, professional communication and dialogue with all Stakeholders, staff and management
- Effectively plan, coordinate, manage and execute ad hoc project.

Qualities, experience, knowledge and skills required:

- NQF level 7 qualification in / Business Management/ Administration/Company Secretariat/ Social Science/ Economics or related field
- Minimum of 3 years' experience within TVET and industry environment
- Proficiency in PowerPoint, Excell, Word, Outlook, Office 365
- Management Control
- Customer Service Orientation
- Problem Analysis
- Technical Skill and Competence
- Cross Functional Awareness
- Relationship Management
- Concern for Excellence
- Innovation
- Communication Skills
- Integrity
- Budgeting and finance skills
- Attention to detail



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: 15 April 2024