



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The Manufacturing, Engineering and Related Services Sector Education and Training Authority (merSETA) is a Schedule 3A public entity established in terms of the Skills Development Act (Act No. 97 of 1998) Registration Number 17/merSETA/01/04/20 to facilitate skills development for the Metal and Engineering, Motor Retail and Components Manufacturing, Automobile Manufacturing, Plastics Manufacturing and New Tyre Manufacturing Sectors Automotive Components Manufacturing Chamber.

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to enhance our HR unit

Administrator Human Resource (B5) - Reference Number: AHR/16/05/24

Salary R24 264,25 per month

FIXED-TERM CONTRACT 24 MONTHS

HEAD OFFICE

Purpose: To provide an efficient and effective administration and co-ordination support service in the human resource team.

Key Accountabilities and Responsibilities

The ideal candidate should be able to fulfill and perform the following key accountabilities and responsibilities:

- Recruitment administration
- Staff information and induction administration
- Training and Development administration
- Performance Management administration
- Update recruitment matrix.
- Exit administration
- Update Labour relation, staff spreadsheet, & Training and development.
- Leave administration
- Ad-hoc – Manage office budget, liaise with stakeholders, attend to HR clients, arrange meetings and schedule appointments and diary management, facilitate

Qualifications, Experience, Knowledge and Skills

- At least 1 years working experience in an HR environment
- NQF Level 6 in Human Resource Management/ Labour Relations or related field
- Computer literacy: word, Excel, and Outlook essential
- Attention to detail
- Administrative skills
- Customer Service Orientated



- High verbal and written communication skills is essential
- Time management and able to work under pressure
- Must be very organized
- Ability and affinity to communicate and work with people is critical

Offer

The merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team. If you meet the requirements and are interested in this exciting opportunity, please submit your application for consideration.

CLOSING DATE: 16 May 2024

The merSETA is an equal opportunity employer and preference will be given to suitably qualified Affirmative Action Candidates and People Living with Disabilities in line with the Employment Equity Plan. To apply for this opportunity, submit a fully completed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number as a subject in the email:

recruitment@merseta.org.za

Only short-listed candidates will be contacted. Should you not be contacted within 2 months after the closing date, please know that your application was not successful.

The merSETA reserves the right not to make an appointment.