



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.

EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join Operations Division.

SPECIALIST: GRANTS OPERATIONS (C3)

REFERENCE NUMBER: SPEGRA/HO/31/05/24

SALARY LEVEL (Minimum to Median): R449 750 – R538 677 per annum

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

HEAD OFFICE

Purpose: The position is responsible for managing the end-to-end process of grants administration, ensuring compliance with regulatory guidelines and internal policies by collaborating with internal merSETA units, external partners, and stakeholders to streamline grant operations.

Key Accountabilities and Responsibilities

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

- Collaborate and communicate with internal and external stakeholder.
- Resolve Grants Management related queries.
- Update and maintain project repository.
- Manage the receipt and assess DG Claims in line with internal grant management processes and maintain the Tracking register
- Ensure an accurate and updated PI commitment register
- Follow up on overdue deliverables and approvals.
- Prepare RFI documentation for internal and external audits.
- Mitigate PI unit risks regarding DG payment process.
- Ensure accurate reporting of claims, commitments and accruals.
- Ensure standard operating procedures are followed.
- Ensure an accurate and neat filing system is implemented for the Unit.
- Monitor the financial spending of projects and programs.
- Manage the renewal or extension of contracts set to expire bi-annually on the commitment register.
- Ensure payment requisition packages with precise documentation, proper sequencing, verified figures, and compliance-checked evidence.
- Record all claims in the Tracking Register and identify potential risks within the unit
- Ensure subordinates have performance plans and provide guidance to build capacity.



- Maintain up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve 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.
- Supports knowledge-sharing, documentation of information and setting of benchmarks for improved performance.
- Support good relationship between the different divisions to continuously support performance and delivery against set objectives.
- Effective, professional communication and dialogue with all Stakeholders, staff and management
- Effectively plan, coordinate, manage and execute ad hoc projects

Qualifications, Experience, Knowledge and Skills

- NQF level 6 qualification in Finance, Public Administration or Business Administration
- NQF Level 7 qualification in Finance, Public Administration or Business Administration will be advantageous.
- Minimum of 3 years' experience in financial processing and administration.
- More than 5 years' experience in financial processing and administration will be advantageous.
- Experience and exposure to the SETA environment.
- Advanced Excel and report writing skills.
- Information gathering and problem analysis.
- Technical skill and competence
- Customer service and commercial orientation
- Attention to detail and concern for excellence.
- Relationship Management
- Ability to work under pressure and with high demand.

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: 05 June 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.