



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 the Corporate Services Division.

Professional Assistant (C3)

Reference Number: PA/HO/14/06/24

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 to perform administration and executive/secretarial support functions in the office of the Executive of Corporate Services to enable achievement of operational effectiveness and efficiency.

Key Accountabilities and Responsibilities

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

- Coordinate a seamless exchange of information between the executive, regional offices and other departments
- Conduct all administrative and secretariat duties such as preparing diaries, by organizing meetings, prepare presentations, responsible for all travel bookings
- Responsible for good corporate governance and compliance by assisting with policies and SOP's and obtaining relevant information from other Units to coordinate compiling of compliance reports
- Provide Executive Office and administrative support
- Monitor expenditure of the executive office according to the budget
- Documents/Information Vetting (manual and electronic)
- Provide secretariat support for meetings
- Liaise with direct reports, COO, CFO and other Executives as required
- Make logistical arrangements within the timeframes provided
- Liaise with Auditors as required
- Manage the office of the Executive to ensure organizational effectiveness



- Sound effective and efficient administration of all records and information to enable easy accessibility and accuracy and comprehensiveness of information
- Create a sequential filing system and ensure completeness and accuracy of all files, records and registers
- Liaise with other executives, business units, departments and regions as requested by the Executive ensuring alignment with instructions and request
- Continuously track, monitor and measure individual performance against set standards and performance targets
- Effectively plan, coordinate, manage and execute ad hoc projects and a full range of personal assistance
- Act as a primary point of contact between the Executive and internal/external stakeholders.
- Draft, review, and respond to emails, letters, and other communications on behalf of the Executive
- Plan, coordinate and execute adhoc projects

Qualifications, Experience, Knowledge and Skills

- NQF 6 qualification in secretarial/administration or related field.
- Executive assistant qualification is advantageous
- Minimum of 5 year's secretariat services at a management level
- Personal assistant experience in the office of the executive is advantageous
- Customer Service Orientation
- Technical Skill, Competence and Budget Management
- Concern for Excellence and Attention to detail
- Collaboration and Communication Skills
- Analysis and Problem Solving

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: 14 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.