



**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 Client Services Division.

**Manager: Eastern Cape (D3)**

**Reference Number: MEC/EC/08/07/24**

**Salary Level (Min. to Mid): R904 718 – R1 114 203 per annum**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**EASTERN CAPE**

**Purpose:** To lead, manage, guide, coach, motivate, performance manage and inspire the regional client team to ensure the successful implementation of the Operational, Strategic and Annual Performance plans as per the agreed DHET targets, NSDP and stakeholder needs and requirements for the region. The Incumbent will be a Catalyst between the various industry partners, government and merSETA's needs and requirements to determine key focus areas for skills development in the region.

### **Key Accountabilities and Responsibilities**

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

- Build and maintain stakeholders' relationships across the region ensuring stakeholder needs are understood, appropriate time allocation per region and opportunities are optimally exploited
- Ensure effective and efficient end-to-end delivery, implementation and quality assurance of projects and programmes, learning programmes, SME development, career guidance, special projects, grants management and administration), special projects) in the region that will result in optimal regional performance
- Manage, guide, develop, coach, motivate, performance manage and inspire the regional team ensuring performance against set individual and regional targets
- Continuously track, monitor and measure the regional results and performance against set standards and targets ('the number') in order to timeously implement viable solutions to maintain or exceed targets
- Provide formal, standard reporting and feedback ensuring accurate, up-to-date reflection of performance status for the region



- Provide key inputs and support from the region to inform the development of Operational SETA's Sector Skills Plan, Strategic, Annual Performance and Provincial Operational Plans to ensure delivery on sector needs and requirements, whilst ensuring compliance with legislation
- Ensure the effective utilization of research, up-to-date knowledge and intelligence to continuously support service delivery, programme and project implementation and improve regional SETA performance
- Close working relationship between Programme Implementation, QA, and Finance to enable optimal SETA performance
- Ensure that the synergy between the different divisions is utilized to continuously support SETA's performance and delivery against set objectives
- Ensure proper management of regional administration and projects finances
- Manage, control and effectively utilization of the regions operations budget with healthy controls to mitigate against irregular, fruitless and wasteful expenditure
- Implement sound corporate Governance in all aspects of the region's operations with integrity
- Inculcate a culture of learning and development which will encourage and build a capable regional team in the form of skilled personnel, in all areas with sound business processes in place
- Effective and professional communication and dialogue with external and internal stakeholders (Management, Staff and external Stakeholders)
- Continually build a healthy relationship in relation to a changing environment, so that people can adapt quickly to necessary reinvention and the changing SETA Landscape
- Successfully plan, coordinate, manage and execute ad hoc projects
- Ensuring that queries are resolved at the regional level with regards to client delivery and support assistance required from Head Office

### **Qualifications, Experience, Knowledge and Skills**

- NQF Level 7 qualification in Business Management/ Commerce/ Education / Training/ Project Management/ Finance/ Office Management or related field
- NQF Level 8 qualification in Business Management/ Commerce/ Education / Training/ Project Management/ Finance/ Office Management would be advantageous
- 5 years' experience in skills development area
- Exposure and experience in supervision of others
- Knowledge of skills development legislation, relevant practical experience, management leadership skills
- Ability to prove direction
- Building Relationships
- Analysing and problem solving Skills
- Management Control
- Customer service orientation Skills
- Strategic analysis Skills
- Teamwork
- Oral and Written Communication Skills
- Commercial Orientation
- Assertiveness
- People Development
- Rule Orientation
- Knowledge of Contract Management



- Finance Acumen
- Ethical Behaviour
- Experience in Managing Staff
- **Must have own transport and a valid driver's license**

### **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: 08 JULY 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.