



**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 AND EXTERNAL JOB ADVERT**

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

#### **SHAREPOINT ADMINISTRATOR (B5)**

**REFERENCE NUMBER: ShareAdmin/HO/12/07/24**

**SALARY LEVEL (Minimum to Median): R291 171 – R344 634 per annum**

**FIXED TERM - 12 MONTHS**

**Head Office**

**Purpose:** The position is responsible to administrate the merSETA SharePoint environment. The administrator will be configuring merSETA SharePoint platform, adding document libraries, and developing shared storage space and backup procedures.

#### **Key Accountabilities and Responsibilities**

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

- Administrating activities on the SharePoint platform, integrating applications, and creating libraries
- Adding users, controlling access to document libraries, and setting permissions
- Performing maintenance of the SharePoint platform, servers, and intranet
- Troubleshooting and resolving SharePoint issues or malfunctions and resolve timely
- Providing SharePoint support and end-user training
- Performing data retrieval and backup procedures to prevent data loss
- Monitoring and administrating SharePoint to enable sufficient storage space by performing clean-ups and archiving data
- Reviewing usage and activity reports and making adjustments to ensure optimized user-experiences
- Keeping up to date with SharePoint developments and performing version updates and upgrades
- Continuously track, monitor, and measure individual performance against set standards and performance targets
- Effective utilization of best practice and up-to-date knowledge to continuously support service delivery and improve performance



- Knowledge-sharing, documentation of information and informing key stakeholders on new information relating to the unit
- Professional visible representation of the merSETA, ensuring all behaviours and conduct are aligned with the merSETA values
- Ensure effective, professional communication and dialogue with all Stakeholders, Management, Staff, and external Stakeholders.
- Perform adhoc tasks

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

- NQF level 6 qualification in Networking or related field
- SharePoint Certification
- NQF level 7 in information technology or equivalent will be advantageous.
- Minimum of 2 years' experience as a SharePoint Administrator
- 4 or more years' experience in successful SharePoint administration will be advantageous.
- Good knowledge of Windows operating systems, as well as SQL Server, Power BI, PowerShell, and Office 365.
- Knowledge of SharePoint tools, including ULS Logs, workflows, and SharePoint forms for tasks
- Experience in software design
- Technical Skill and competence
- Customer Service Orientation
- Problem Analysis
- Attention to Detail
- Collaboration
- Communication Skills
- Concern for Excellence

### **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.*

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.

**This is re-advertisement of the vacancy applicants are encouraged to re-apply if they are still interested.**

**CLOSING DATE: 12 JULY 2024**