



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 join the Strategy, Research & Reporting Division.

Administrator: Chambers Support (B5)

Reference Number: ADS/HO/03/09/24

Salary Level (Min. to Mid): R311 553 – R368 758 pa

FIXED-TERM CONTRACT 12 MONTHS

HEAD OFFICE

Purpose: The position is responsible to establish an environment that encourages collaboration, effective governance, and knowledge sharing among Chambers and provide administration support to Chamber Committees, while ensuring compliance with merSETA policies and fostering strong partnerships with external stakeholders.

Key Accountabilities and Responsibilities

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

- Establish positive relationships with stakeholders, aligning them with the Chamber's Terms of Reference and its skills development mandate as outlined in the merSETA Annual Performance Plan.
- Foster a supportive environment enabling Chambers to actively participate in skills development within their sectors through collaborative efforts with relevant parties.
- Conduct orientation sessions for new Chamber members, disseminating information on knowledge development opportunities and resources across Chambers.
- Ensure meetings adhere to the annual schedule.
- Process requisitions for necessary data for online meeting connectivity.
- Process travel and accommodation requisitions for delegates to attend in-person meetings.
- Provide meeting records of Chamber Committee meetings.
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information



- Administer the budget, including re-allocations, and handle invoices against set Chambers budget
- Share information regarding merSETA products and services and events to Committee Members and stakeholders.
- Ensure the activities of Chamber Committees adhere to merSETA policies, procedures, and Chamber Terms of Reference.
- Provide input into the Chamber Unit budgets' funding commitments and disbursement rates.
- Identify and record active Chamber research and/or innovation project risks.
- Provide outcome of unit related projects for all audit related measures.
- Process Unit Commitment Schedules, ensuring payments align with the Memorandum of Agreement (MoA).
- Update Personal Developed Plans ensuring alignment to building both the individual and merSETA.
- Implement and manage individual Personal Development Plans (PDPs) to fulfil the unit's mandate and showcase the abilities needed to excel in performance.
- 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
- 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, Direct report, Management, Staff & external Stakeholders
- Effectively plan and execute ad hoc tasks

Qualifications, Experience, Knowledge and Skills

- Relevant NQF level 6 qualification in Business Administration, Public Administration, or a related field
- NQF Level 7 qualification or higher in Business Administration, Public Administration, or Company Secretariat, or a related field is advantageous
- A minimum of 1 year experience in an administrative or office support role in a SETA environment
- 2 years or more experience in an administrative or office support role in a SETA environment is advantageous
- Knowledge of Labour Market Trends
- Customer Service Orientation Skills
- Technical Skills and Competence
- Attention to Detail Skills and Concern for Excellence
- Collaboration Skills
- Communication Skills

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: 03 SEPTEMBER 2024



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

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.