



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 ICT Division.

Manager: Knowledge, Information & Records (D1)

Reference Number: MKIR/HO/04/09/24

Salary Level (Min. to Mid): 728 286 - 896 940 pa

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

Purpose: The position is responsible for identifying and fulfilling stakeholder knowledge, information, and record requirements within merSETA, as well as overseeing merSETA's knowledge and records management and systems, and implementing appropriate policies and procedures to ensure compliance with governance regulations.

Key Accountabilities and Responsibilities

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

- Develop and implement knowledge management strategies to capture, organize, secure and share merSETA knowledge.
- Facilitate the creation and maintenance of knowledge repositories and databases.
- Conduct training sessions to enhance employees' understanding of knowledge management practices.
- Oversee the organization's information architecture, ensuring efficient storage, retrieval, and dissemination of information.
- Implement and manage information governance policies and procedures.
- Collaborate with IT to evaluate and select information management tools and systems.
- Develop and enforce records management policies and procedures.
- Establish and maintain a records retention schedule to ensure compliance with legal and regulatory requirements.
- Oversee the proper classification, storage, and disposal of records.
- Conduct regular audits to ensure adherence to records management guidelines.
- 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.

Qualifications. Experience. Knowledge and Skills

- NQF Level 6 qualification in Information Technology/ Information System/ Computer Science/ Information and Knowledge Management or related field
- NQF Level 7 or higher qualification in Information Technology/ Information System/ Computer Science/ Information and Knowledge Management or related field would be advantageous
- 5 years' experience in knowledge and records management, information systems management, and electronic records management
- Analysis and Problem-Solving Skills
- Customer Service Orientation Skills
- Relationship Management
- Good Communication Skills
- Financial Acumen
- Integrity
- Project Management Skills
- Presentation skills
- Attention to Detail 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: 30 September 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.