



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 Client Services Division.

Senior Manager: Grants Management (D5)

Reference Number: SMGM/HO/11/09/24

Salary Level (Min. to Mid): R 1,268,399 – R 1,570,784 per annum

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

HEAD OFFICE

Purpose: To lead and ensure the effective management and disbursement of awarded mandatory and discretionary grants through a portfolio of programmes and projects aligned to merSETA strategic priorities expressed in the sector skills plan, 5-year strategic plan, annual performance plan and DHET service level agreement, as well as any other priorities that from time to time may be identified by merSETA stakeholders.

Key Accountabilities and Responsibilities

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

- Ensure that stakeholder relationships are developed and enhanced to optimally service the needs of the merSETA skills development ecosystem in accordance with merSETA's strategic obligations, priorities and governance framework.
- Develop appropriate policies, procedures, guidelines and plans in line with the merSETA governance framework in support of the unit's function related services and products.
- Establish programme planning that ensures that all grant awarded programmes and projects are planned and managed for effective execution with various role players within the merSETA skills development ecosystem.
- Monitor programme and project commitments to ensure that they are implemented and managed within approved regulatory and policy framework whilst adhering to corporate governance principles and legal compliance.
- Provide appropriate oversight of the information system, end to end, i.e. meaning from applications, to awards, contract commitments, monitoring, disbursements, deviations, termination and close out.



- Drive effective execution of the operational risk strategy and framework aligned to the mandatory and discretionary grant management functions.
- Oversee the development and preparation of grants related reports for management structures and statutory requirements.
- Lead and manage the grants management team and create a supportive environment and provide leadership around expected standards of professionalism and quality of output in the unit.
- Oversee and manage the evaluation of mandatory grants ensuring compliance to grants regulations.
- Oversee and manage Discretionary Grants Project disbursement and claims processes and provide recommendations on Discretionary Grants project disbursements, ensuring that merSETA targets are met through Discretionary Grants.
- Oversee the disbursement of Discretionary Grants in accordance with approved agreements for programmes and projects implemented by the Client Services business unit/Regions.
- Chair the Discretionary Grants process for Evaluations Committee.
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on merSETA's performance targets.
- Ensure that the synergy between the different divisions is utilized to continuously support merSETA's performance and delivery against set objectives.
- Manage and control effective utilization of the grants management budget and ensure cost effective utilization and control of the budget.
- Continuously track, monitor and measure the merSETA's grants management results and performance against set sales standards and targets.
- Build a capable grants management team in the form of skilled people, in all areas and with sound business processes in place.
- Professional visible representation of the merSETA, ensuring all behaviours and conduct are aligned with the company values.
- Provide proactive advice and identify opportunities to enhance merSETA's performance in the short and medium- term.
- Continuously provide feedback and communication to ensure all stakeholders are informed.
- Maintain professional and technical knowledge ensuring benchmarking against best practice and a team that is informed of new developments and initiatives.

Qualifications, Experience, Knowledge and Skills

- NQF Level 8 qualification in Business Management / Public Administration / Education / Training / Project Management / Social Sciences / Finance or related field.
- NQF Level 9 qualification in Business Management / Public Administration / Education / Training / Project Management / Social Sciences / Finance or related field be an added advantage.
- Minimum of 7 years experience within education, training and or skills development environment, 5 of which should be at management level.
- 5 years experience in Grants Management.
- Experience in a SETA environment is essential.
- 8 years or more experience within education, training and or skills development environment will serve as an advantage.
- Problem Analysis
- Technical Skill and Competence
- Management Control
- Judgement and Integrity



- Relationship Management
- Commercial Orientation
- Communication Skills
- Financial Acumen

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: 11 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 and signed 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.