



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

WE ARE HIRING

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.

We have an excellent opportunity for the following professional to join the Legal Services & Compliance Unit.

Specialist: Contracts & Compliance (C5) - Reference Number: SCC/HO/13/09/24

Salary Level (Min. to Mid): R640 883 - R779 680 per annum

Fixed Term Contract aligned to the SETA Licence Term

Head Office (Parktown, Johannesburg)

Purpose

Custodian of all contracts and templates used by merSETA, ensuring standardization, compliance, and alignment with legislation, and drafting to avert potential legal implications or consequences. Effective and sound contracts management repository providing access to a comprehensive dashboard to determine the status of any contracts or transactional agreements between SETA and third parties as needed.

Key Accountabilities and Responsibilities

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

- Assist to develop, implement, and manage a contract management framework consisting of approach, controls, policy, procedures, and templates for utilization by all departments and units in the SETA.
- Development of contractual templates for utilization by the SETA aligned with legislation and to avert the SETA from potential legal implications or consequences.
- Ensure an accurate list of contracts entered between the SETA and other organisations as well as generate reports on the status of existing agreements, including all addendums.
- Continuously monitor the status of all contracts and transactional agreement against effectiveness and consistency of utilization of the contract management framework across the SETA to mitigate potential risk and provide advice and support.
- Up-date and monitor the overall contract register/dashboard for the SETA on a weekly basis and flag potential risks on the contract register/dashboard and ensure management is informed.
- Provide guidance, support and advice on contract matters to departments, business units, committees, and regions.
- Assist in the drafting of contracts for sign-off by the relevant contract custodian.
- Develop and manage and update a regulatory universe, framework as well as the Compliance policy.
- Provide for formal and structured monitoring of the Compliance Requirements.
- Assist management and the organisation in discharging its responsibility to comply with Compliance Requirements through continuous monitoring of compliance issues.
- Develop and implement a compliance plan.
- Train and educate employees and management on all compliance related procedures ensuring in- depth understanding of potential risks and implications for the SETA on non-compliance.
- Custodian of BBBEE ensuring SETA comply to legislation and all procedures are implemented efficiently.
- Ensure performance against set individual and respective contracts and compliance delivery targets.
- Continuously track, monitor, and measure Contracts & Compliance and individual performance against set standards and performance targets.
- Provide formal, standard-reporting and feedback, ensuring accurate, up-to-date status on Contracts & Compliance performance.

Qualifications, Experience, Knowledge and Skills

- LLB NQF level 8 qualification or BCom with Honours in Law or equivalent
- 5 years' experience in a similar position or in legal and compliance
- 6 years' experience in a similar position or in legal and compliance, preferably within a public sector environment would be advantageous
- Knowledge of all applicable legislations
- Presentation Skills
- Collaboration Skills
- Writing and reporting Skills
- Relationship Management Skills
- Attention to Detail 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: 13 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.

LEADERS IN CLOSING THE SKILLS GAP