



**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 excellent opportunities for the following professionals to join the Facilities, OHSE & Logistics unit.

#### **Senior Assets Controller (C5)**

**Reference Number: SAC/HO/12/11/24**

**Salary Level (Min. to Mid): R640 883 – R779 680**

**FIXED-TERM CONTRACT: 24 MONTHS**

**Head Office**

**Purpose:** The position is responsible for implementing an effective and efficient property and equipment management system, procedures, controls, and protocols for the merSETA and managing and safeguarding the merSETA's physical and financial assets. This includes overseeing asset tracking, reporting, and optimization processes to ensure the accurate and efficient management of MERSETA resources.

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

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

- End-to-end management of the life cycle of merSETA assets / PPE from acquisition to disposal, ensuring accurate tracking and reporting
- Prepare and analyse asset-related financial reports, including depreciation schedules, asset valuations, and budget forecasts.
- Ensure compliance with all relevant regulations and internal policies regarding asset management and financial reporting
- Coordinate and support internal and external audits related to asset management and financial reporting
- Identify opportunities for cost savings and efficiency improvements in asset utilization and management
- Mentor and train Office Service and Asset Management staff members, as well as training merSETA employees to ensure a common understanding of Property & Equipment Management procedures and protocols in the merSETA
- Conduct a comprehensive assessment of all existing property & equipment (assets) and ensure appropriate controls to safeguard these
- Verify the accuracy of current records and ensure all records are up-to-date, comprehensive and accurate



- Evaluate current systems, tools, controls and protocols, identify opportunities to improve efficiencies and implement them successfully
- Ongoing assessment to identify potential gaps and weaknesses in the current property & equipment management processes and implement controls to mitigate these risks

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

- Degree/equivalent NQF Level 7 in Finance /Accounting or related field.
- Postgraduate / equivalent NQF Level 8 qualification in Finance/ Accounting or related field
- A minimum of 5 years' experience as senior official or in a senior role in asset management.
- Proven track record in the successful implementation of efficient property & equipment management system, procedures, controls and protocols
- Project management skills
- Treasury Regulations & PFMA
- Communication Skills
- Computer literacy with solid knowledge of MS Word, Excel, Outlook, and Database

### **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: 12 November 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](mailto: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.