



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 Strategy, Research & Reporting Division.

**Specialist: Evaluation (C3)**

**Reference Number: SE/HO/13/12/24**

**Salary Level (Min. to Mid): 481 232– 576 384 pa**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**  
**Head Office**

**Purpose:** To design, conduct, and oversee evaluations of our programmes and interventions both internal and outsourced, . Participation in intellectual development, evaluation projects, analysis, and reporting of program-related inputs and outputs is required. The role responsible for measuring and assessing the impact of merSETA programmes. The role also includes assisting in the development of project-related budgets and financial tracking

### **Key Accountabilities and Responsibilities**

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

- Efficient and effective planning, coordination, and project management of evaluation projects, ensuring compliance to policies and procedures
- Draft evaluation policies and procedures for management review and oversee the efficient implementation of the evaluation policies and procedures across all departments
- Design and refine a MerSETA-wide evaluation framework to effectively measure and report on the impact of our programmes and interventions.
- Conceptualize new evaluation projects and draft terms of reference for management review ensuring alignment with strategic intent whilst complying with procurement specifications
- Ensure high-quality evaluations are concluded for all selected programmes or interventions, from project design to implementation to report-writing.
- Efficient and effective monitoring of all evaluation projects ensuring delivery against specification, milestones, and deadlines
- Assisting in the contractual and financial management of projects according to agreed contractual and budget specifications
- Develop reports detailing the status of merSETA programmes that have been evaluated



- Provide recommendations to assist improved impact across projects and programmes at the merSETA
- Develop the annual evaluation programme and plan for the merSETA ensuring management and relevant employees are aware of deadlines and deliverables
- Assist with developing programme and project budgets and proactively monitor, manage, and control approved budgets
- Present project findings and recommendations to assist programme leads to continuously implement programme improvement initiatives and actions
- Continuously track, monitor, measure and analyses individual and unit's performance against set standards and targets ('the number')
- Effectively plan, coordinate, manage and execute ad hoc projects

#### **Qualifications. Experience. Knowledge and Skills**

- NQF Level 7 qualification in Education/ Public/Business Administration/Econometrics/Population Studies/ Social Science/Political Sciences or related field
- NQF Level 8 qualification in Education/ Public/Business Administration/Econometrics/Population Studies/ Social/Political Sciences or related field would be advantageous
- 3 years' experience in Sector Skills Planning environment
- Advanced computer skills with MS Office packages and any other statistical/data processing packages
- Technical and Competence skills
- Research skills
- Customer Service Orientation Skills
- Communication and presentation Skills
- Integrity
- Collaboration and teamwork Skills
- Relationship Management Skills
- Attention to Detail Skills
- Innovation Skills
- Data collection and Data Analysis

#### **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 December 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.