



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 excellent opportunities for the following professionals to join the Corporate Services Division.

Administrator: Contracts, Legal & Compliance (B5)

Reference Number: ACLC/HO/06/03/25

Salary Level (Min. to Mid): R311 553– R368 758 pa

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

HEAD OFFICE

Purpose: The position is responsible for providing effective, efficient, comprehensive administration, secretarial and support service to the legal & compliance unit.

Key Responsibilities

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

- Maintain contracts repository, all agreements and templates issued out of the legal & compliance office.
- Maintaining a record of all decisions, advisory notes, issuing of memorandums, issued by the legal & compliance office.
- Take minutes of inter departmental discussions, agreements and resolutions.
- Projects a positive demeanor regardless of changes in working conditions and shows the ability to manage multiple conflicting priorities without loss of composure.
- Administer, monitor control and ensure cost effective utilization of the Legal & Compliance unit's budget.
- Coordinate logistics for meetings, conferences, and special events.
- Conduct research and compile information as needed for reports and presentations.
- Monitoring all contracts that the Legal & Compliance unit is the project owner and ensure the manager informed of the status at all times.



Qualifications and Experience

- Degree or equivalent NQF 7 qualification in Law or related field.
- A minimum of 1 year experience in a similar position or in legal and compliance.

Knowledge and Skills

- Technical Skill and Competence.
- Attention to Detail Skills.
- Collaboration skills.
- Communication Skills.
- Customer Service Orientation 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: 06 March 2025

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.

Applicants are urged to follow all instructions as outlined in the advert when submitting their applications.