



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 professionals to join the Company Secretariat Unit.

Specialist Governance and Administration (C3)

Reference Number: SGA/18/03/2025

Salary Level (Min. to Mid): R40 103 - 48 032 Per month

FIXED-TERM CONTRACT: 6 MONTHS

HEAD OFFICE

Purpose: The role is responsible for supporting the Company Secretary in ensuring that merSETA upholds its corporate governance obligations through compliance with legal, regulatory, ethical and policy requirements. The role involves coordinating, developing, and implementing corporate governance prescripts, policies, and procedures.

Key Responsibilities

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

- Developing and implementing internal policies in collaboration with relevant business units ensuring compliance with procedures and specifications.
- Keep and maintain a dashboard of all legislation, regulations, policies, charters, terms of reference, practice notes, etc that are applicable to the Board (Accounting Authority its Committees) as well as Management.
- Developing Board (Accounting Authority and its Committees) annual meeting plans.
- Conduct research into corporate governance trends and best practice in order to provide advice for continuous improvement.
- Assisting with the development and maintenance of the merSETA Corporate Governance Framework, Corporate Governance Maturity Roadmap, Governance Registers, and Governance Implementation plan.
- Assisting with developing and maintaining the merSETA Policy Management Framework including policy procedures.
- Quality assurance of committee meeting documents, ensuring compliance with standard operating procedures and delegation frameworks, and managing submission deadlines.
- Coordinating internal compliance and governance training.
- Support the Company Secretary in providing the required services to the Accounting Authority and Committees, including induction and training of members.



- Maintain membership records of governance structures ensuring up-to-date, comprehensive records.
- Maintain and regularly update a dashboard of all internal policies and prompt processes to update those requiring updates.
- Assisting in the preparation of audit files and ensuring timely delivery according to audit requests.
- Compiling accurate and comprehensive minutes of all stakeholder-related meetings.
- Ensuring effective administration of all records and information for easy accessibility, accuracy, and compliance.

Qualifications and Experience

- Degree or equivalent NQF level 7 qualification in Business Management/Law/Accounting/Public Administration/Corporate Governance administration or related field.
- 3 years' experience in Board Committee work within the public sector.
- 1 year experience in implementing King IV framework and policy management within the public sector environment.
- Accredited and/or Certified Company Secretary or Governance Professional will be an added advantage.
- Exposure to Boards and Committees.

Knowledge and Skills

- Proficiency in Microsoft Office Suite.
- Strong corporate governance, compliance, and risk management knowledge.
- Excellent customer service orientation, attention to detail, and collaboration skills.
- Effective communication (oral and written), planning, and organizing abilities.
- Integrity, stress tolerance, and a commitment to excellence.

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: 18 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.