



merSETA
MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

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.

EXTERNAL ADVERT

We invite applications from suitably qualified individuals to join our Operations Department for the following position.

Chief Operations Officer (E5)

Reference Number: COO/HO/24/03/25

Salary Level - Paterson Grade E - Upper

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

HEAD OFFICE

PURPOSE OF THE ROLE:

- Developing and implementing operational strategies aligned with merSETA's objectives and legislative requirements.
- Designing policies, processes, and systems to meet stakeholder needs.
- Overseeing the management and performance of key merSETA programmes, such as:
 - Learning Programmes Establishment & Quality Assurance
 - Grant Management
 - Skills Planning & Research
 - Regional Operations
- The COO will work closely with the Chief Executive Officer and other executive members to optimize organizational performance, ensure compliance with governance and regulatory frameworks, and drive operational excellence across the organization.

KEY RESPONSIBILITIES

The ideal candidate should demonstrate the ability to fulfill the following key responsibilities:

Strategic Leadership & Operational Performance

- Aligning operational strategies with merSETA's objectives and the National Skills Development Plan (NSDP).



- Ensuring achievement of performance targets in line with the Service Level Agreement with the Department of Higher Education and Training (DHET).

Governance & Compliance

- Overseeing adherence to the PFMA, Treasury Regulations, and other legislative frameworks.
- Driving corporate governance practices across operational activities.

Stakeholder Management

- Building and maintaining relationships with internal and external stakeholders, including levy-paying and non-levy-paying companies.
- Representing merSETA at strategic forums to promote its objectives.

Programme & Project Oversight

- Monitoring the implementation of key programmes and projects at national and provincial levels.
- Ensuring alignment between regional operations, strategy, and finance.

Team Leadership & Development

- Leading and inspiring a high-performing team across operational areas.
- Driving a culture of continuous improvement and skills transfer.

Financial Management

- Managing the Operations budget in compliance with the PFMA and Treasury Regulations.
- Ensuring robust systems to mitigate irregular, fruitless, and wasteful expenditure.

Risk & Innovation

- Identifying and mitigating risks to operational performance.
- Driving innovation and continuous improvement for enhanced service delivery.

Knowledge Management & Communication

- Promoting knowledge-sharing and organizational learning.
- Maintaining effective communication with stakeholders and staff.

QUALIFICATIONS AND EXPERIENCE

The ideal candidate must meet the following requirements:

Minimum Qualifications

- Honours/Postgraduate qualification or equivalent NQF Level 8 qualification in Business Management, Finance, Administration, Law, Leadership, Social Sciences, Research, or a relevant field.



Advantageous Qualifications

- Master's degree or equivalent qualification at NQF Level 9 in a relevant field.

Minimum Experience

- 10 years of Management experience in an operations or strategic support role within the public sector, of which 5 years must have been at a Senior Management level.
- Proven leadership, strategy development, and stakeholder relationship management experience.
- Proven track record of leadership and successful project implementation.
- Strong analytical and problem-solving skills, with experience leveraging data to inform decision-making.
- Excellent communication and collaboration skills, with the ability to work effectively with stakeholders at all levels.
- Experience managing and developing high-performing teams.

Advantageous Experience

- Direct exposure to the SETA landscape, including its regulatory framework, operational processes, and sector-specific challenges.
- Knowledge of all SETA business portfolios and cross-functional awareness.

KEY COMPETENCIES AND SKILLS

- Strategic thinking and leadership skills.
- Knowledge of SETA-related legislation (PFMA, SDA, SDLA, etc.).
- Strong interpersonal, communication, and stakeholder management skills.
- Problem-solving, innovation, and results orientation.
- Resilience under pressure and adaptability to a fast-changing environment.

Why join merSETA?

merSETA offers a competitive salary package and an opportunity to work with a dynamic and diverse team committed to driving skills development in South Africa.

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: 24 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.

Join us in building a skilled and capable workforce for a vibrant, inclusive economy!

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