



**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 Automotive Components Manufacturing Chamber.

### **EXTERNAL ADVERT**

We have an excellent opportunity for the following professional to join Operations Division.

**Senior Manager: Grants Management (D5)**

**Reference Number: SMGM/HO/24/03/25**

**Salary Level (Min. to Mid): R 1,268,399 – R 1,570,784 per annum**

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

**HEAD OFFICE**

**Purpose:** To lead and ensure the effective management and disbursement of awarded mandatory and discretionary grants through a portfolio of programmes and projects aligned to merSETA strategic priorities expressed in the sector skills plan, 5-year strategic plan, annual performance plan and DHET service level agreement, as well as any other priorities that from time to time may be identified by merSETA stakeholders. A strong emphasis is placed on teamwork and problem-solving to drive operational excellence.

### **Key Responsibilities**

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

- Ensure that stakeholder relationships are developed and enhanced to optimally service the needs of the merSETA skills development ecosystem in accordance with merSETA's strategic obligations, priorities and governance framework.
- Develop appropriate policies, procedures, guidelines and plans in line with the merSETA governance framework in support of the unit's function related services and products.
- Establish programme planning that ensures that all grant awarded programmes and projects are planned and managed for effective execution with various role players within the merSETA skills development ecosystem.
- Monitor programme and project commitments to ensure that they are implemented and managed within approved regulatory and policy framework whilst adhering to corporate governance principles and legal compliance.
- Provide appropriate oversight of the information system, end to end, i.e. meaning from applications, to awards, contract commitments, monitoring, disbursements, deviations, termination and close out.



- Drive effective execution of the operational risk strategy and framework aligned to the mandatory and discretionary grant management functions.
- Oversee the development and preparation of grants related reports for management structures and statutory requirements.
- Lead and manage the grants management team and create a supportive environment and provide leadership around expected standards of professionalism and quality of output in the unit.
- Oversee and manage the evaluation of mandatory grants ensuring compliance to grants regulations.
- Oversee and manage Discretionary Grants Project disbursement and claims processes and provide recommendations on Discretionary Grants project disbursements, ensuring that merSETA targets are met through Discretionary Grants.
- Oversee the disbursement of Discretionary Grants in accordance with approved agreements for programmes and projects implemented by the Client Services business unit/Regions.
- Chair the Discretionary Grants process for Evaluations Committee.
- Ensure a close working relationship between the different divisions to ensure the continuous delivery on merSETA's performance targets.
- Ensure that the synergy between the different divisions is utilized to continuously support merSETA's performance and delivery against set objectives.
- Manage and control effective utilization of the grants management budget and ensure cost effective utilization and control of the budget.
- Continuously track, monitor and measure the merSETA's grants management results and performance against set sales standards and targets.
- Build a capable grants management team in the form of skilled people, in all areas and with sound business processes in place.
- Professional visible representation of the merSETA, ensuring all behaviours and conduct are aligned with the company values.
- Provide proactive advice and identify opportunities to enhance merSETA's performance in the short and medium- term.
- Continuously provide feedback and communication to ensure all stakeholders are informed.
- Maintain professional and technical knowledge ensuring benchmarking against best practice and a team that is informed of new developments and initiatives.

### **Qualifications and Experience**

- Honors degree or equivalent NQF Level 8 qualification in Business Administration/ Management / Public Administration /Finance Management or related field.
- Master's degree or equivalent NQF Level 9 qualification in Business Administration/Management / Public Administration /Finance Management or related field be an added advantage.
- Minimum of 7 years' experience within grants management, fund administration or related field within skills development, or government funding mechanisms, 5 of which should be at management level.
- 5 years' experience in Grants Management, fund administration or related field
- Experience in a skills development or government funding mechanisms environment is essential.
- 8 years or more experience within grants management, fund administration or related field within skills development, or government funding mechanisms environment will serve as an advantage.



## **Knowledge and Skills**

- Problem Analysis
- Technical Skill and Competence
- Management Control
- Judgement and Integrity
- Relationship Management
- Communication Skills
- Financial Acumen
- Teamwork
- Problem-Solving
- Project Management
- Risk Management
- Innovation
- Policy guidance
- Collaboration with different business units (Finance, Operations, Grants Management and Monitoring and Evaluation)
- Budget management

## **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](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.

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