



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 Legal Services & Compliance Unit

Specialist: Contracts & Compliance (C5)

Reference Number: SCC/HO/28/03/25

Salary Level (Min. to Mid): 640 883–779 680 pa

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

Purpose: The role serves as the primary custodian of all merSETA contracts and templates. This position is responsible for ensuring standardization and compliance with relevant legislation while drafting documents to prevent potential legal implications. The incumbent will manage an effective contracts repository system that provides comprehensive dashboard access, enabling instant verification of status for any contracts or transactional agreements between merSETA and third parties.

Key Responsibilities

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

- Assist to develop, implement, and manage a contract management framework consisting of approach, controls, policy, procedures, and templates for utilization by all departments and units in the SETA.
- Development of contractual templates for utilization by the SETA aligned with legislation and to avert the SETA from potential legal implications or consequences.
- Ensure an accurate list of contracts entered between the SETA and other organisations as well as generate reports on the status of existing agreements, including all addendums.
- Continuously monitor the status of all contracts and transactional agreement against effectiveness and consistency of utilization of the contract management framework across the SETA to mitigate potential risk and provide advice and support.
- Up-date and monitor the overall contract register/dashboard for the SETA on a weekly basis and flag potential risks on the contract register/dashboard and ensure management is informed.
- Provide guidance, support and advice on contract matters to departments, business units, committees, and regions.
- Assist in the drafting of contracts for sign-off by the relevant contract custodian.



- Develop and manage and update a regulatory universe, framework as well as the Compliance policy.
- Provide for formal and structured monitoring of the Compliance Requirements.
- Assist management and the organisation in discharging its responsibility to comply with Compliance Requirements through continuous monitoring of compliance issues.
- Develop and implement a compliance plan.
- Train and educate employees and management on all compliance related procedures ensuring in- depth understanding of potential risks and implications for the SETA on non- compliance.
- Custodian of BBBEE ensuring SETA comply to legislation and all procedures are implemented efficiently.
- Ensure performance against set individual and respective contracts and compliance delivery targets.
- Continuously track, monitor, and measure Contracts & Compliance and individual performance against set standards and performance targets.
- Provide formal, standard-reporting and feedback, ensuring accurate, up-to-date status on Contracts & Compliance performance.

Qualifications and Experience

Essential Qualifications:

- LLB or Bachelor of Commerce with Honours in Law/equivalent legal qualification (NQF level 8)
- Must be an admitted attorney or advocate of the High Court of South Africa

Experience Requirements:

- Minimum 7 years' post-qualification experience in legal and compliance
- Demonstrated experience in contract management and drafting
- Experience in regulatory compliance and risk management
- Experience in developing and implementing compliance frameworks

Advantageous:

- Experience as in-house counsel
- Public sector/SETA experience (minimum 3 years)
 - Experience with BBBEE compliance and verification
 - Experience in conducting legal training and workshops

Professional Registration:

- Must be in good standing with the Legal Practice Council
- Membership with the Compliance Institute of Southern Africa would be advantageous

Computer Literacy:

- Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Experience with legal/contract management software systems



Knowledge and Skills

- Knowledge of all applicable legislations
- Presentation Skills
- Collaboration skills
- Writing and reporting Skills
- Relationship Management Skills
- Attention to Detail Skills
- Communication Skills

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: 28 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.