



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 professional to join Strategy, Research & Reporting Division.

Specialist: Evaluation (C3)

Reference Number: SE/HO/16/07/25

Salary Level (Min. to Mid): 519 730.52 – 622 495.14 pa

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

Purpose: The role is responsible to design, conduct, and oversee evaluations of programmes and interventions both internal and outsourced, participate in intellectual development, evaluation projects, analysis, and reporting of program-related inputs and outputs. Additionally, this role is responsible for measuring and assessing the impact of merSETA programmes and assisting in the development of project-related budgets and financial tracking.

Key Responsibilities

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

- Plan, coordinate, and project management of evaluation projects, ensuring compliance to policies and procedures
- Draft evaluation policies and procedures and oversee the efficient implementation of the evaluation policies and procedures across all departments
- Design and refine a MerSETA-wide evaluation framework to effectively measure and report on the impact of our programmes and interventions
- Conceptualize new evaluation projects and draft terms of reference ensuring alignment with strategic intent whilst complying with procurement specifications
- Ensure high-quality evaluations are concluded for all selected programmes or interventions, from project design to implementation to report-writing
- Compile high-quality evaluation reports and present findings to stakeholders
- Assisting in the contractual and financial management of projects according to agreed contractual and budget specifications
- Develop reports detailing the status of merSETA programmes that have been evaluated



- Provide recommendations to assist improved impact across projects and programmes at the merSETA
- Develop the annual evaluation programme and plan for the merSETA ensuring relevant stakeholders are aware of deadlines and deliverables

Qualifications and Experience

- Bachelor degree or equivalent NQF Level 7 qualification in Education/ Public/Business Administration/ Econometrics/ Population Studies/ Social Science/Political Sciences or related field
- 3 years' experience in conducting evaluation studies and research studies, preferably within the education or skills development sector

Advantageous

- Honours or equivalent NQF Level 8 qualification in Education/ Public/Business Administration/ Econometrics/ Population Studies/ Social Science/Political Sciences or related field would be advantageous
- Certification in Monitoring and Evaluations would be advantageous

Knowledge and Skills

- Advanced computer skills with MS Office packages and any other statistical/data processing packages
- Strong skills in research methodology and data analysis (qualitative and quantitative)
- Proficiency in qualitative and quantitative data collection and analysis tools such as SPSS, STATA, NVivo, or similar software Knowledge of evaluation specific tools and frameworks such as Log Frames and Theory of Change Communication, report writing and presentation Skills
- Integrity
- Collaboration and teamwork Skills
- Relationship Management Skills
- Attention to Detail Skills
- Innovation Skills
- Data collection and Data Analysis

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: 16 July 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 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