



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.

INTERNAL & EXRTENAL ADVERT

We have an excellent opportunity for the following professional to join Strategy, Research & Reporting Division.

Executive Manager: Strategy, Research & Reporting (E2)

Reference Number: EMSRR/HO/01/08/25

Salary Level (Min. to Mid): R1 809 231,70 - R2 261 478,27 (All-inclusive) per annum

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

HEAD OFFICE

Purpose: To lead and manage a team in order to facilitate and implement effective strategic planning, research, organizational performance monitoring, evaluation, and reporting processes, which are aligned with legislation and will enable delivery on the merSETA's mandate and stakeholder needs and requirements in the Manufacturing, Engineering, and related Services Sector. Furthermore, the incumbent will be responsible for leading and managing the implementation, maintenance, and continuous improvement of the merSETA quality management system (ISO 9001:2015), managing and accessing strategic innovation programs, and coordinating Parliamentary and Ministerial response processes. This includes overseeing the monitoring and evaluation of organizational performance and ensuring comprehensive reporting to inform decision-making and enhance accountability.

Key Responsibilities

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

- Drive and lead the development of the merSETA's Sector Skills Plan, as well as the Strategic, Annual Performance, and Regional Operational Plans, to ensure they meet sector needs and requirements while ensuring compliance with legislation.
- Ensure the implementation of an effective and proactive performance monitoring and evaluation strategy that enables accurate reporting of merSETA's performance for informed decision making.
- Oversee and direct the development, review and implementation of the merSETA Monitoring and Evaluation Framework and Strategic / Operational Plans to ensure delivery on objectives.



- Continuously track, monitor and measure the merSETA's results and performance against set technical indicator targets and ensure operations has the information on a monthly basis to track performance.
- Conduct detailed analysis of sectors to accurately forecast merSETA's needs and requirements in the future and translate these needs and requirements into viable solutions.
- Lead and guide the development and implementation of the sector's research and development agenda through credible research processes and methodologies.
- Ensure optimal utilization of research, knowledge, and intelligence to support, guide, and determine merSETA's position and focus.
- Manage and guide the development and implementation of the Strategic Management Policies, Programmes, and Guidelines.
- Ensure alignment between projects and the annual strategic plan to optimize delivery on the merSETA's objectives and mandate and ensure programmes and projects sustain meaningful impacts in the sector.
- Ensure knowledge-sharing, documentation of information, and a team that is informed and up-to-date with developments in the sector.
- Ensure implementation, maintenance, and continuous improvement of the merSETA quality management system (ISO 9001:2015).
- 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.
- Build, maintain, and grow customer relationships across the regions, ensuring customer needs are understood, appropriate time allocation per territory, and opportunities are optimally exploited.
- Manage and control effective utilization of the department's budget.
- Ensure adherence to merSETA policies, procedures, and relevant legislation.
- Implement, monitor, review, and report on special initiatives aimed at delivery on the sector needs in the future.
- Provide proactive advice and identify opportunities to enhance merSETA's performance in the short, medium, and long term.
- Continuously provide feedback and communication to ensure all stakeholders are informed.
- Maintain professional and technical knowledge, ensuring benchmarking against state-of-the-art practices and a team that is informed of new developments and initiatives.
- Lead, manage, develop, coach, motivate, performance manage and inspire the departmental team ensuring performance against set individual targets.
- Manage and control effective utilization of the department's budget.

Qualifications, Experience

- Postgraduate qualification in Business Management / Leadership / Social Sciences / Economic Sciences / Research / Monitoring & Evaluation or an equivalent relevant NQF Level 8 qualification.
- NQF Level 9 qualification in a relevant field will be an added advantage.
- A minimum of 10 years of Management experience including 5 years Senior Management experience in strategic planning, research, performance monitoring & evaluation, and performance reporting. Experience in the public sector will be given preference: At least 3 years' experience in the public sector and/or experience in a SETA environment.



- Proven track record of leadership, which includes:-
 - Sound knowledge and understanding of strategy development, QCTO, Research, Performance monitoring and evaluation, and reporting in a public entity.
 - Proven track record in applying analysis to optimize performance.
 - Being abreast of new developments and strategies in the sector.
 - Knowledge, understanding, and appreciation of the regulatory and legislative framework within the SETA landscape.
 - 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.

Knowledge and Skills

➤ Competencies (with Excellence Behaviors):

- **Strategic thinking:** Takes a long-term view, thinks on a broad canvas, and entertains wide-ranging possibilities in developing a vision for the future of the SETA.
- **Management Control:** Establishes clear priorities; schedules activities to ensure optimum use of time and resources; monitors performance against objectives.
- **Problem Analysis:** Breaks problems into constituent parts and differentiates key elements from the irrelevant or trivial; makes accurate use of logic, and draws sound inferences from information available.
- **Customer Service Orientation:** Concerned to provide a prompt, efficient, and personalized service to clients; goes out of the way to ensure that individual customer needs are met.
- **Oral and written communication:** Communicates orally in a manner which is clear, fluent, and to the point, and which holds the audience's attention, both in group and one-to-one situations. Produces written communication materials which are clear, fluent, concise, and readily understood by intended recipient(s).
- **Providing Direction:** Provides team with a clear sense of direction; takes charge, organizes resources, and steers others towards successful task accomplishment.
- **Commercial Orientation:** Knowledgeable about financial and commercial matters, focuses on costs, profits, markets, new business opportunities, and activities that will bring the largest return.
- **Relationship Management:** Able to establish and maintain relationships with people at all levels; puts others at ease; promotes harmony and consensus through diplomatic handling of disagreements and potential conflict.
- **Persuasiveness:** Able to influence attitudes and opinions of others and gain agreement to proposals, plans, and ideas; skillful at negotiating.
- **Judgement:** Makes rational, realistic, and sound decisions based on consideration of all the facts and alternatives available.
- **Technical Skill and Competence:** Demonstrated detailed knowledge and expertise in relation to job; readily absorbs new technical information and keeps up-to-date in specialist areas.



- **Integrity/Confidentiality:** Performs work with honesty, diligence, and responsibility. Be observant and comply with applicable legal (statutory and regulatory) requirements in an impartial manner. Apply the necessary sensitivity to information.
- **Motivating Others:** Enthuses others and facilitates successful goal accomplishment by promoting a clear sense of purpose, inspiring a positive attitude to work, and arousing a strong desire to succeed amongst team members.
- **Innovation:** Comes up with new and imaginative ideas; identifies fresh approaches; breaks away from tradition.
- **Cross Functional Awareness:** Has knowledge and experience of a range of different functions; takes account of all the different functions in developing strategy and plans.

➤ **Specific Knowledge & Abilities:**

- Direct experience and exposure in the SETA landscape is recommended, and/or familiarity with its regulatory framework, operational processes, and sector-specific challenges.
- Proven track record in developing an ecosystem of knowledge networks, including partnerships with academic institutions, industry experts, and other stakeholders, that enhance the organization's capabilities in strategy, research, and reporting.
- Strong understanding of public policy and governance frameworks and processes with a proven track record in applying analysis to optimize business performance.
- Knowledge of relevant laws, regulations, policies, and ethical standards governing public entities.
- Ability to conceptualize and scope innovation programs as an outcome of research recommendations.

➤ **Relationship Priorities:**

- **Internal Stakeholders:** CEO, Strategic Planning & Research & Reporting Team, Operations & Regions, Managers across the organization, MANCO and Board on matters related to strategy, knowledge management institutionalization, quality and risk management systems, and organizational planning, performance monitoring, and reporting.
- **External Stakeholders:** Internal and external auditors, DHET, Government departments, Higher Education Institutions, Parliament, Governing Board and its committees, Other SETAs, QCTO, Service providers, Organized and diffused stakeholders.
- **Other Job Specific Requirements:**
Knowledge of the Skills Development Act, National Development Plan, SETA environment, Training and Development, and the Manufacturing, Engineering, and Related Services sectors.

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.

NOTES:

- (1) Be prepared to provide references who can attest to your experience and qualifications.
- (2) Selected candidates will be required to undergo psychometric testing as part of the selection process.



CLOSING DATE: 01 August 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.