



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 AND EXTERNAL ADVERT

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

Senior Manager: Project Management Office (D5)

Reference Number: SMPMO/HO/07/07/25

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

FIXED-TERM CONTRACT: 24 MONTHS

HEAD OFFICE

Purpose: The position is responsible for providing strategic oversight, coordination and governance of projects across the organization. This includes establishing the PMO framework, processes, and governance structures, overseeing the implementation and monitoring of strategic projects, ensuring alignment of project outcomes with organizational goals, managing project risks, timelines, and resource allocation as well as providing regular reports and insights to executive leadership.

Key Responsibilities

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

- Evaluate, assess and analyse strategic proposals, prepare recommendations, motivations and business cases.
- Plan, manage, coordinate, guide and direct strategic projects effectively, ensuring delivery according to project defined objectives, timelines and specifications.
- Manage and control the project budgets ensuring full compliance to regulations.
- Collaborate with management and external stakeholders on key strategic programmes and projects to ensure alignment to objectives, deliverables and timelines.
- Support effective stakeholder relationship management to enable strategic project delivery and resolve complaints amicably, ensuring all feedback loops are closed.
- Work closely with Client Services, Regional Offices, and Performance Reporting to ensure optimal integration of SETA functions in achieving Annual Performance (APP) targets.
- Commission project impact analysis and/or evaluation when required.
- Overall analysis and monitoring of projects, proactively identify poor performance and implement remedial actions to ensure delivery in line with project targets.



- Continuously track, monitor, measure and statistical analysis of the strategic projects results and performance against set standards and targets.
- Review and validate integrated reports.
- Support service delivery, programme and project implementation, and overall SETA performance improvement through continuous research and up-to-date intelligence Knowledge.
- Develop and implement project governance structures, methodologies, and tools.
- Oversee the full project lifecycle of DG initiatives, ensuring alignment with merSETA's strategic objectives.
- Monitor project performance, risks, and compliance, ensuring timely and quality delivery.
- Lead cross-functional teams and provide mentorship to project staff.
- Collaborate with internal and external stakeholders to drive project success and continuous improvement.

Qualifications and Experience

- Honours degree or equivalent NQF Level 8 qualification in Project Management/ Business Administration/ Management / Finance Management or related field.
- 8 years' experience in project or programme management.
- 5 years' experience should be at management level leading complex, strategic projects or managing a PMO.
- Project management certification is essential (e.g. PRINCE2/PMBOK etc.).

Advantageous

- Master's degree or equivalent NQF Level 9 qualification in Project Management/Business Administration/Management / Public Administration /Finance Management or related field.
- 9 years or more experience in a project or programme management.

Knowledge and Skills

- Problem solving Skills
- Technical Skill and Competence
- Management Control
- Relationship Management
- Good communication Skills
- Financial Acumen
- Risk Management
- 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: 07 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 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.