



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 excellent opportunities for the following professionals to join the Finance Division.

Administrator: Supply Chain X2 (B5)

Reference Number: ASC/HO/06/11/25

Salary level: 28 039,77per month

FIXED-TERM CONTRACT: UNTIL 31 MARCH 2027

HEAD OFFICE

Purpose: This role is responsible for providing administrative support efficiently and effectively for the procurement of goods and services.

Key Responsibilities

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

- Facilitate the request for quotations (RFQ) and invitation of tender processes for the procurement of goods and services.
- Evaluate purchase requisitions for specific requirements.
- Maintain accurate records of inventory levels.
- Monitor stock levels and initiate reordering when necessary.
- Ensure correct goods are received in terms of quality and quantity.
- Prepare all Terms of Reference documents for presentation during meetings.
- Prepare tender advertisements and RFQs accurately and timeously.
- Conduct a quality check for all tender documents (pre-screening) and RFQs before Committee meetings.
- Ensure compliance with all relevant legislation and SOPs.
- Assist with other administrative SCM-related functions
- Address and resolve issues related to the supply chain promptly.
- Ensure effective, professional communication and dialogue with all Stakeholders.

Qualifications, Experience

- A 3-year Diploma (NQF Level 6) in one of the following fields—or an equivalent NQF Level 6 qualification that matches a 3-year Diploma in these areas:



- Supply Chain
- Logistics
- Or related field
- 1 year experience in Supply Chain Administration within the public sector

Knowledge and Skills

- Technical Skill and Competence
- Attention to Detail Skills
- Collaboration skills
- Communication Skills
- Computer literacy with solid knowledge of MS Word, Excel, Outlook, and Database
- Basic understanding of procurement legislation and regulations

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: 06 November 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 **Reference Number only** 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.

NB: All applications without quoting "the Reference Number" in the subject line will be automatically disqualified.

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