



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

Administrator: Grants Implementation (B5) X4

Reference Number: AGI/HO/24/10/25

Salary Level: R28 039,77 pm

FIXED-TERM CONTRACT: 6 MONTHS

Head Office

Purpose: The purpose of this position is to provide efficient and effective administration support in the Grants Management Unit.

Key Responsibilities

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

- Prepare and compile RFI (Request for Information) documents for internal and external audits, ensuring all submissions are complete, accurate, and compliant with audit requirements.
- Upload and maintain project documentation (e.g., MOAs, payment evidence, correspondence) on TPIMS and SharePoint, ensuring version control and accessibility.
- Collate, review, and verify financial documentation for processing and approval, maintaining audit-ready records.
- Liaise with internal stakeholders on payments, processes and procedures regarding the grants disbursement process to ensure the relevant region is always informed
- Communicate timely updates regarding project timelines to regional offices for them to align project service deliver
- Administer and maintain accurate records and information systems, ensuring data completeness, reliability, and accessibility to support compliance and reporting requirements.
- Generate and submit periodic reports to support management decision-making, financial performance tracking, and operational compliance within the GMU.
- Provide administrative support in updating and maintaining Project Implementation Plans (PIPs) and other operational schedules, ensuring alignment with approved budgets, timelines, and deliverables.
- Maintain an efficient document management and archiving system, ensuring proper indexing, version control, and availability of audit-relevant documentation.
- Facilitate communication and coordination between the GMU, Regional Offices, and Finance by monitoring workflow progress, identifying bottlenecks, and ensuring prompt issue resolution.



Qualifications and 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:
 - Business Administration
 - Finance
 - Accounting
- 1 year experience in Administration in Grants Management or Finance

Advantageous

- A Bachelor's Degree (NQF Level 7) in one of the following fields—or an equivalent NQF Level 7 qualification that matches a Bachelor's Degree in these areas:
 - Business Administration
 - Finance
 - Accounting
- More than 1 year experience in Administration in Grants Management or Finance environment.

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

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: 24 OCTOBER 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.