



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 & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join Learning Programmes & QA Division.

Administrator: Learning Programmes and Quality Assurance (B5)

Reference Number: ALPOA/HO/04/12/25

Salary Level: R28 039.77 pm

FIXED-TERM CONTRACT UNTIL 31 MARCH 2027

HEAD OFFICE

Purpose: The purpose of this position is to provide effective and efficient administration in the Learning Programmes and Quality Assurance Unit.

Key Accountabilities and Responsibilities

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

- Perform administrative functions in the unit with reference to bursaries and partnership projects, Record keeping, filing, audit, budgets, and invoices.
- Administer payment requisitions in line with processes, guidelines, and bursary scheme documentation.
- Administer the planning, query processing, resolving queries in an accurate, comprehensive manner within the agreed time frame.
- Coordinate Unit meetings,
- Report on a monthly and quarterly basis on registration and completion of learners in the prescribed format.
- Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions.
- Ensure all data is clean, accurate, and complete for reporting and audit purposes
- Provide administrative support in budgets and forecasts to be realistic, and ensure maximum value for money within MESETA financial guidelines and in accordance with bursary policy
- Provide administrative assistance in preparing and maintaining monthly the bursary commitment schedule according to payments and ensuring it balances against the bursary budget.



Qualifications and Experience

- A 3-year Diploma (NQF Level 6) or an equivalent NQF Level 6 qualification in these areas:
 - Business / Public Administration
 - Education
 - Project Management
 - Development/Training
- 1 year experience in administration in a learning and development environment.

Advantageous

- A 3-year Bachelor's degree (NQF Level 7) in one of the following fields—or an equivalent NQF Level 7 Level qualification that matches a Bachelor's degree in these areas:
 - Business Administration
 - Education
 - Project Management
 - Development/Training
- More than 1 year experience in administration in a learning and development environment.

Knowledge and Skills

- Technical and Competence skills
- Customer Service Orientation Skills
- Communication Skills
- Collaboration and teamwork Skills
- Attention to Detail Skills

**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: 04 December 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 correct Reference Number" in the subject line will be automatically disqualified

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