



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 Corporate Services Division.

Senior Asset Control Officer (C5)

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

Salary level: 57 679,46 per month

FIXED-TERM CONTRACT: UNTIL 31 MARCH 2027

HEAD OFFICE

Purpose: The position will be responsible for implementing comprehensive asset management improvements, including system upgrades, policy enhancements, and the resolution of historical asset register discrepancies, in alignment with Public Finance Management Act (PFMA) compliance requirements.

Key Responsibilities

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

- Support the Office Services Manager and Specialist Asset Management in conducting comprehensive assessments of all existing property and equipment assets and verifying the accuracy of current asset records.
- Collaborate with Finance, ICT, and Supply Chain units to ensure effective interlink and coordination of asset management processes across divisions.
- Assist in identifying and implementing improvements to current asset management systems, tools, controls, and protocols to address identified gaps and weaknesses.
- Work with the Manager: Office Services to develop and implement enhanced internal control systems for property and equipment management.
- Participate in the development and delivery of training programs for Office Services and Asset Management staff, as well as merSETA employees, to ensure common understanding of updated Property and Equipment Management procedures and protocols.
- Support the quality control process for Asset Management data in the Asset Register by reviewing and analysing reports, and identifying life-cycle events and discrepancies.
- Collaborate in the implementation of robust asset tagging and tracking systems (e.g., barcodes, RFID) for efficient asset tracking and regular record updates.



Qualifications

- A 3-year 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 one of the following areas
 - Facilities Management
 - Finance or related field

Experience:

- 5 years' experience in asset management preferably in a financial or organizational setting with responsibility for managing fixed asset registers and compliance.

Computer Literacy:

- Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint)

Knowledge, and Skills

- Knowledge of all applicable legislations
- Project Management Skills
- Collaboration Skills
- Writing and reporting Skills
- Relationship Management 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 Reference Number" in the subject line will be automatically disqualified.

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