



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 ICT Unit.

#### **SharePoint Administrator (B5)**

**Reference Number: SPA/HO/04/12/25**

**Salary Level: R28 039,77 pm**

**FIXED-TERM CONTRACT: 12 MONTHS**

**Head Office**

**Purpose:** The SharePoint Administrator will manage and optimize the merSETA SharePoint environment, ensuring robust configuration, security, and user experience. The role involves platform administration, integration, user management, and ongoing improvement in line with best practices.

#### **Key Responsibilities**

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

- Administrating activities on the SharePoint platform, integrating applications, and creating libraries
- Adding users, controlling access to document libraries, and setting permissions
- Performing maintenance of the SharePoint platform, servers, and intranet
- Troubleshooting and resolving SharePoint issues or malfunctions and resolve timely
- Providing SharePoint support and end-user training
- Performing data retrieval and backup procedures to prevent data loss
- Monitoring and administrating SharePoint to enable sufficient storage space by performing clean-ups and archiving data
- Reviewing usage and activity reports and making adjustments to ensure optimized user-experiences
- Keeping up to date with SharePoint developments and performing version updates and upgrades



- Knowledge-sharing, documentation of information and informing key stakeholders on new information relating to the unit
- Ensure effective, professional communication and dialogue with all Stakeholders, Management, Staff, and external Stakeholders.
- Perform adhoc tasks

### **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:
  - Networking
  - Information Technology
  - Information Systems
  - Computer Science
  - or related field
- 1 year experience in software design and SharePoint administration
- SharePoint Certification is essential

### **Advantageous**

- 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 these areas:
  - Networking
  - Information Technology
  - Information Systems
  - Computer Science
  - or related field
- More than 1 year experience in software design and SharePoint administration

### **Knowledge and Skills**

- Technical Skill and Competence
- Customer Service Orientation
- Problem Analysis
- Attention to Detail
- Collaboration
- Communication Skills
- Concern for Excellence



## **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 urged to follow all instructions as outlined in the advert when submitting their applications.**