



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.

Specialist: Legal Advisory Services (C5)

Reference Number: SLAS/HO/02/12/25

Salary level: 57 679,46 per month

FIXED-TERM CONTRACT: UNTIL 31 MARCH 2027

HEAD OFFICE

Purpose: To provide professional legal advisory services that ensure merSETA's compliance with legal and regulatory obligations. The role includes drafting and vetting contracts, advising on litigation and governance matters, interpreting legislation, and supporting internal policies and legal frameworks.

Key Responsibilities

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

- Provide written and verbal legal opinions on matters affecting merSETA's operations, strategic direction, and risk exposure.
- Vet contracts, MOAs, SLAs, and procurement documents for legal and PFMA compliance, recommending amendments to reduce legal and financial risk.
- Assist in the legal review of internal policies, governance charters, delegations of authority, and compliance-related documents.
- Support the resolution of disputes, investigations, and litigation processes by coordinating case information and liaising with external legal counsel.
- Advise on Employee Relations and Labour Law Compliance: Provide guidance on employment laws and best practices, ensuring the organization adheres to relevant labour regulations.
- Interpret and analyse legislative and regulatory changes, providing guidance to business units on practical implications and compliance requirements.
- Assist with audit responses related to legal and compliance queries. Ensure accurate legal documentation is archived and audit-ready.
- Engage with internal divisions, regulators, legal service providers, and governance committees to ensure alignment.



Qualifications

- Honours Degree (NQF Level 8) in one of the following fields—or an equivalent NQF Level 8 qualification that matches an honors/postgraduate degree in one of the following areas
 - LLB
 - Law

Experience:

- 5 years' experience in legal advisory or legal services environment, with strong focus on contract vetting, legal opinions, and governance.

Advantageous:

- A membership with the Legal Practice Council or any Legal Institute
- A membership with the Compliance Institute of South Africa or any Legal Institute
- Public sector/SETA experience is advantageous
- Experience with BBBEE compliance and verification is advantageous
- Experience in conducting legal training and workshops

Computer Literacy:

- Advanced proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Experience with legal/contract management software systems

Knowledge, and Skills

- Knowledge of all applicable legislations
- Presentation 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: 02 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 requested to follow all instructions as outlined in the advert when submitting their applications.