



**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.

### **EXTERNAL ADVERT**

We have an excellent opportunity for the following professional to join the Research and Innovation Division.

**Specialist: Research and Innovation (C3)**

**Reference Number: SRI/HO/24/11/25**

**Salary Level (Min. to Mid): R519 730,52– R622 495,14 pa**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE**

**HEAD OFFICE**

**Purpose:** This position is responsible for supporting and coordinating partnerships and innovation projects within the unit. It involves managing the full lifecycle of these partnerships, guiding stakeholders through processes and deliverables, and solving problems using innovative approaches.

### **Key Responsibilities**

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

- Support and coordinate unit partnerships and innovation projects.
- Manage the initiation, implementation, and closure of partnerships comprehensively.
- Actively participate in and support internal stakeholders to attain merSETA objectives.
- Assist in internal processes related to the evaluation and verification of Discretionary Grants applications.
- Verify that all documentary evidence aligns with the organization's annual performance plan.
- Provide advice to stakeholders on Technical Indicator Descriptors in merSETA's Annual Performance Plan.
- Review learner registrations on the Learner Management System accurately and promptly.
- Approve or reject registrations and provide timely and pertinent feedback for reasons behind rejections.
- Assess the accuracy and compliance of evidence from project deliverables.
- Forecast expected expenses for unit activities and regularly monitor project budgets.
- Review submitted payment requisitions and invoices, making recommendations to management.
- Submit commitment schedules monthly.
- Maintain precise records of commitment schedules.
- Manage the performance development plans of subordinates.



### **Qualifications and Experience**

- 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/Management
  - Project Management
  - Commerce
  - Social Sciences
  - Skills Development/Training
- 3 years' project management/administration experience in research, innovation or skills development projects in a SETA or public sector environment

### **Advantageous**

- Honors 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 these areas:
  - Business Administration/Management
  - Project Management
  - Commerce
  - Social Sciences
  - Skills Development/Training
- More than 3 years' project management/administration experience in research, innovation or skills development projects in a SETA or public sector environment

### **Knowledge and Skills**

- Customer Service Orientation skills
- Analysis and Problem-Solving skills
- Project Management Skills
- Presentation skills
- Attention to Detail

**Must have own legally registered transport in good condition**

### **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 November 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.**