



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 Corporate Services Division.

Specialist: Human Resource Administration (C3)

Reference Number: SHRA/HO/28/01/26

Salary Level: R43 310, 88 pm

FIXED-TERM CONTRACT: UNTIL 31 MARCH 2027

Head Office

Purpose: The position is responsible for providing HR support and administration in all aspects of the HR function. This includes but is not limited to managing and delivering best-in-class, simplified end-to-end recruitment services, responding to employee queries, processing large volume of HR transactions and drafting documentation and reports required.

Key Responsibilities

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

- Providing HR support and administration by overseeing various aspects of HR administration processes
- Responsible for recruitment and onboarding process
- Maintain a recruitment dashboard and MI/reporting tracking key metrics
- Process and administer terminations in line with the policy and procedure and ensure all exit processes are completed, and documentation are accurately maintained and recorded
- Prepare and process all payroll documentation and ensuring accurate and timely submissions to payroll.
- Responsible for drafting employment contracts for new hires
- Generate HR reports that provide valuable insights into workforce metrics and trends, aiding in informed decision-making and strategic planning
- Assist in the development and review of HR Administration policies, procedures and processes
- Accurate capturing of information on the HR system, ensuring the database is kept up to date
- Efficiently and effectively generate reports as required to assist the unit in achieving its targets ensuring accuracy of information



- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information
- Attend, handle and response to all employee queries ensuring amiable and timeous resolution.
- Address audit queries and findings efficiently and timely
- Execute HR projects as required
- Carry out ad hoc internal HR Audits to ensure full compliance to HR policies and procedures, up to date and accurate records and database

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:
 - Industrial Psychology
 - Human Resources Management
 - Social Sciences
 - Labour/Industrial Relations
 - Commerce or related field
- 3 years' experience in Human Resources operations within a public sector environment

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:
 - Industrial Psychology
 - Human Resources Management
 - Social Sciences
 - Labour/Industrial Relations
 - Commerce or related field
- More than 3 years' experience in Human Resources operations within a public sector environment
- Strong experience in processing a high volume of transactions using standard operating procedures for recruitment, payroll input submission, employee personal data changes, reclassifications and related activities.
- Advanced knowledge of HR systems

Knowledge and Skills

- Excellent Interpersonal Skills
- Customer Service Orientation Skills
- Knowledge of all applicable legislation
- Technical Skills and Competence
- Collaboration and teamwork Skills
- Relationship Management Skills
- Attention to Detail
- Communication Skills
- Confidentiality



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:28 January 2026

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