



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 Grants Management Division.

**Specialist: Grants Operations (Non Employer) C3**

**Reference Number: SGO/HO/05/02/26**

**Salary Level (Min. to Mid): 519 730,52– 622 495,14 pa**

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

**HEAD OFFICE**

**Purpose:** The position is responsible for managing the end-to-end process of grants management, ensuring compliance with regulatory guidelines and internal policies by collaborating with internal merSETA units, external partners, and stakeholders to streamline grant operations and maximise the impact of funding on skills development within the sector.

### **Key Responsibilities**

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

- Implement the grants management procedures ensuring compliance with regulatory guidelines and internal policies and procedures
- Facilitate grants management educational workshops for stakeholders and regions to ensure awareness and understanding and compliance with merSETA grants management policies and procedures,
- Manage the receipt and assess DG Claims in line with internal grant management processes and maintain the Tracking register
- Ensure that all claims are recorded, processed, accurately classified, and allocated to team members within agreed timelines with follow ups
- Monthly substantiation recon with regions on all claims received and outstanding.
- Ensure that all payment transactions are updated accurately and timeously on the claims register after payment is made
- Monitor the implementation of grants management procedures across regions to ensure consistent application and compliance and advise timeously for corrective actions
- Identify potential risks, mitigating actions and initiatives in the grants management process and procedures



- Monitor the performance information and check on project claims against contracts deliverables and flag non-compliance
- Provide weekly status reports on grants management implementation and disbursement
- Collaborate and communicate with internal and external stakeholder to resolve grants management related queries ensuring amiable resolution
- Ensure processing of Mandatory and Discretionary grants is done within agreed timelines, whilst ensuring compliance to procedure
- Oversee the timeous preparation of award letters and MOAs in line with DG awards
- Maintain up to date, effective, efficient, accurate and comprehensive payments and MoA records to ensure clear, comprehensive audit trails
- Provide support in the internal and external audit processes, ensuring all evidence submitted and potential queries/findings resolved
- Monitor the financial spending of projects and programs and weekly provide reports
- Ensure an accurate, up-to-date filing system is implemented for the Unit to ensure maintenance of efficient and effective project repository
- Manage, guide, develop, discipline, performance manage and inspire team

### **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:
  - Finance
  - Accounting
  - Auditing
  - Cost and Management Accounting
  - Taxation
- 3 years' experience in Finance/ Accounting/ Auditing/ Project Management within Grants Management environment
- Public Sector or SETA environment experience is essential

### **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:
  - Finance
  - Accounting
  - Auditing
  - Cost and Management Accounting
  - Taxation
- More than 3 years' experience in Finance/ Accounting/ Auditing/ Project Management within Grants Management environment

### **Knowledge and Skills**

- Knowledge of Budget Management
- Customer Service Orientation Skills
- Technical Skills and Competence
- Collaboration and teamwork Skills
- Writing and reporting skills
- Relationship Management



- Attention to Detail Skills
- Communication Skills
- Project management 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: 05 February 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](mailto: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 urged to follow all instructions as outlined in the advert when submitting their applications.**

**This is re-advertisement of the vacancy applicants are encouraged to re-apply if they are still interested**