



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 the join Strategy, Research & Reporting Department.

Manager Chambers (D3)

Reference Number: MC/HO/27/02/26

Salary Level (Min. to Mid): R1 045 491,54 – R1 287 572,99 per annum

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM
HEAD OFFICE

Purpose: The position is responsible for managing the Chambers' operations and providing governance support. This includes, but is not limited to: providing secretariat services, fostering positive relationships with stakeholders; ensuring that sectoral interests are met, developing staff; overseeing the accuracy of meetings and records; promoting knowledge sharing; ensuring good committee governance; and aligning all activities with the Chamber's Terms of Reference. The role also ensures the establishment of effective, efficient, and capable organizational and sub-sectoral committees that are able to translate strategic objectives into sub-sectoral projects and programmes through development of annual sub-sectoral plans.

Key Responsibilities

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

- Manage the structuring and governance of Chamber Committees' activities.
- Facilitate the implementation of merSETA processes that extend beyond the Chamber Unit's direct responsibilities, including NSDMS, APP, Grant Submissions/Funding Windows, SSP, and the Annual Report (AR).
- Manage stakeholder relationships in line with the Chamber's Terms of Reference.
- Supervise the accuracy and quality of records maintained by the Chamber Secretariat to enable seamless information exchange and meaningful engagement among constituency members, contributing to the development of the Chamber Action Plan.
- Foster active engagement of Chamber members by conducting induction and orientation for new members.
- Promote the sharing of knowledge, development opportunities, and resources across all Chambers.



- Oversee and track information exchanges to and from QMR, MANCO, AGSA, EXCO, AA, and the Chambers.
- Identify and document risks related to ongoing research and/or innovation projects within the Chamber.
- Manage and control the unit budget in a cost-effective manner, ensuring adherence to merSETA financial policies and procedures and PFMA.
- Manage the Chamber unit staff performance.

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:
 - Public Administration/Management
 - Governance
 - Business Administration/Management
 - Company Secretariat
 - Social Sciences
 - Research
- Candidates must have a minimum of 5 years' experience in stakeholder engagement or sector coordination, of which at least 3 years must have been at a managerial or supervisory level. Preference will be given to candidates who have operated within a skills development environment, a SETA environment, or the broader public sector.
- 5 years' experience in governance, secretariat and committee coordination/management.

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:
 - Public Administration/Management
 - Governance
 - Business Administration/Management
 - Company Secretariat
 - Social Sciences
 - Research
- Experience working with mer-subsector stakeholders and constituency parties.
- Ability to conceptualise and implement industry research projects will be commendable
- Exposure to mer-Sector industry trends and activities.

Knowledge and Skills

- Excellent communication, facilitation and presentation
- Strong understanding of skills development related legislation
- Problem Analysis
- Technical Skills and Competence
- Management Control and skills planning process knowledge
- Internal and External Stakeholder Relationship Management
- Sectoral Orientation
- Excellent Research Skills
- Excellent Project Management insights



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: 27 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

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.

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