



**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 Grants Management Division.

**Specialist: Grants Operations (Employer) (C3)**  
**Reference Number: SGOE/HO/25/02/26**  
**Salary Level (Min. to Mid): R519 730,52– R622 495,14 p a**  
**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE**  
**HEAD OFFICE**

**Purpose:** The position is responsible for assisting in the management of the end-to-end grant management process, including the full audit process, project accruals, and the implementation of policies and procedures. The role ensures compliance with regulatory guidelines and internal policies, and collaborates with internal merSETA units, external partners, and stakeholders to ensure Valid, Accurate and Complete Grants Management Unit business processes that maximize 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:

- Collaborate and communicate with internal and external stakeholders.
- Attend meetings with both internal and external stakeholders on areas related to the Grants Management Unit.
- Responsible for the receipt, collation and submission of all supporting documentation requested by both the external and internal auditors.
- Assist to provide acceptable management responses to all internal and external audit findings as it relates to the Grants Management Unit.
- Assist with the audit management action plans and the continuous follow-up to ensure that all audit findings have been addressed and resolved.
- Maintain a repository of all final COMAFs issued by the external and internal auditors, that includes final auditor and management comments and actions.
- Identify and communicate any possible significant risks which includes identifying and providing possible internal controls to mitigate potential risks within the business unit.
- Provide input in the development and improvement of Systems design and documents.



- Liaise and collaborate with consultants and service providers regarding projects affecting the Grants Management Unit.
- Provide the relevant accrual data and calculations to assist with the interim and annual AFS accrual balances as it relates to the Discretionary Grants projects.
- Preparation and submission of final accrual and commitment schedules.
- Assist and resolve all queries on the accruals and commitment schedules from the Finance Unit.
- Liaise with merSETA regional offices as and when required.
- Perform monthly accrual and commitment schedule reconciliations.
- Any other ad-hoc duties allocated

### **Qualifications and Experience**

- A 3-year Bachelor of Commerce 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 any of these areas:
    - Accounting
    - Financial Management
    - Auditing
    - Cost and Management Accounting
    - Taxation
- 3 years' experience in Finance/ Accounting/ Auditing within Grants Management 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:
  - Accounting
  - Financial Management
  - Auditing
  - Management Accounting
  - Cost and Management Accounting
  - Taxation
  - Completed and signed off SAICA articles from an external audit firm
- More than 3 years' experience in Finance/ Accounting/ Auditing within Grants Management environment
- Experience in dealing with the business processes and operations within a SETA 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 Skills
- 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: 25 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 application**