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 excellent opportunities for the following professionals to join Strategy and Research Division.

Specialist Quality Systems (C3)
Reference Number: SQS/HO/12/02/26
Salary Level: R43 310, 88 pm
FIXED-TERM CONTRACT: 12 MONTHS
Head Office

Purpose: To support the design, implementation, monitoring, and continuous improvement of merSETA's Quality Management System to ensure accurate, auditable, and compliant organisational performance reporting. The Specialist supports data validation, system integrity, and alignment between strategic plans and actual deliverables.

Key Responsibilities

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

- Maintenance, implementation, and continuous improvement of merSETA's QMS in alignment with legislative, regulatory, and organisational requirements.
- Assist in developing and executing QMS strategies, frameworks, and annual performance improvement plans.
- Assist in maintaining the ISO 9001:2015 Certificate.
- Coordinate cross-functional QMS initiatives, ensuring business units understand and meet reporting and quality assurance requirements.
- Validate and quality-assure organisational performance data and evidence, ensuring accuracy, completeness, and audit readiness.
- Support oversight of APP, QMR, and Operational Plan reporting processes, including pre-submission quality checks and performance verification.
- Develop, review, and standardise SOPs, indicator protocols, reporting templates, and data validation tools.
- Monitor organisation-wide compliance with QMS policies and reporting timelines, tracking deviations, risks, and systemic trends.

- Drive corrective and preventive actions, escalating unresolved risks and non-conformances to management.
- Prepare, consolidate, and quality-assure documentation for internal audits, external audits, AGSA reviews, and performance assessments.
- Support internal governance structures by preparing QMS reports, dashboards, presentations, and insights for decision-making forums.
- Facilitate staff training, coaching, and awareness programmes to strengthen QMS maturity, reporting discipline, and data integrity.
- Conduct business process mapping, analysis, and optimisation to improve reporting efficiency and reduce quality-related risks.
- Contribute to digital enablement of the QMS, including reporting tools, tracking mechanisms, and document management enhancements.
- Act as a primary QMS point of contact for business units, providing expert guidance, support, and problem solving.

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:
  - ➢ Quality Management
  - ➢ Operations Management
  - ➢ Engineering or related field
- 3 years' experience in Quality Management Systems and ISO 19011:2018 Internal Audit
- Public Sector or SETA environment experience is essential

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:
  - ➢ Quality Management
  - ➢ Operations Management
  - ➢ Engineering or related field
- More than 3 years' experience in Quality Management Systems, ISO 19011:2018 Internal Audit in a public sector environment
- Certification in ISO standards, Total Quality Management (TQM), or QMS Lead auditing
- Knowledge of government performance reporting frameworks (e.g. APP, QMR, OP)
- Experience in managing or implementing QMS frameworks in SETAs, or experience with verification of APP and QMR indicators

Knowledge and Skills

- Quality Assurance Skills
- Performance reporting, audit, or compliance
- QMS implementation or maintenance
- SOP development, process mapping, corrective actions
- Performance Management
- Data Validation
- Attention to Detail
- Facilitation & Training

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: 12 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 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.