



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 ICT Unit.

SharePoint Specialist (C3)
Reference Number: SS/HO/10/03/26
Salary Level: R43 310, 88 pm
FIXED-TERM CONTRACT: 24 MONTHS
Head Office

Purpose: The position is responsible for administration of the merSETA SharePoint platform . This includes configuring the platform, creating and managing document libraries, developing shared storage solutions, and implementing reliable backup procedures.

Key Responsibilities

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

- Provide technical and functional SharePoint support to MerSETA users
- Administrating activities on the SharePoint platform, integrating applications and creating libraries
- Design, configure and maintain enterprise taxonomy, terms and keywords
- Adding users, controlling access to document libraries and setting permissions
- Performing maintenance of the SharePoint platform, servers and intranet
- Troubleshooting and resolving SharePoint issues or malfunctions and resolve timely
- Provide SharePoint support and end-user training
- Performing data retrieval and backup procedures to prevent data loss
- Monitoring and administrating SharePoint to enable sufficient storage space by performing clean-ups and archiving data
- Reviewing usage and activity reports and making adjustments to ensure optimized user- experiences
- Keeping up to date with SharePoint developments and performing version updates and upgrades
- Effective utilization of best practice and up-to-date knowledge to continuously support service delivery and improve performance



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:
 - Networking
 - Information Technology
 - Information Systems
 - Computer Science
 - or related field
- 3 year experience in software design and SharePoint administration

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:
 - Networking
 - Information Technology
 - Information Systems
 - Computer Science
 - or related field
- More than 3 year experience in software design and SharePoint administration

Knowledge and Skills

- Knowledge of Windows operating systems, as well as SQL Server, Power BI, PowerShell, Power Platform, WordPress and Office 365
- Knowledge of SharePoint tools, including ULS Logs, workflows, and SharePoint forms for tasks
- Customer Service Orientation Skills
- Problem Analysis Skills
- Attention to Detail Skills
- Collaboration and teamwork Skills
- Data collection and Data Analysis



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: 10 March 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 required to follow all instructions as outlined in the advert when submitting their applications.