



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.

INTERNAL & EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join Finance Division.

Administrator: Grants & Levies – Commitments Schedule (C2)

Reference Number: AGLCS/HO/03/06/26

Salary Level: R37 300,89 pm

FIXED-TERM CONTRACT: 6 MONTHS

Head Office

Purpose: The purpose of this position is to ensure efficient and effective financial administration, monitoring, and recovery of mandatory and discretionary grant funds. This includes managing debit notes, performing reconciliations, preparing reports, and engaging with stakeholders, while maintaining accurate records, supporting audit processes, ensuring compliance with merSETA policies, and contributing to timely and accurate month-end and management reporting.

Key Responsibilities

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

- Maintain levy income schedule ensuring reconciliation to receipts from DHET
- Assist with the processing of mandatory grants payments
- Assist with maintaining the projects and discretionary grant commitment register effectively
- Recover overpayments of mandatory and discretionary grants
- Follow-up on the SETA debt recovery process which includes liaisons with stakeholders and debt collectors
- Compile monthly reports and schedules that will assist in the finalization of monthly management pack
- Completion of general ledger reconciliations
- Sound, effective, and efficient administration of all records and information including to enable easy accessibility, accuracy, and comprehensiveness of information
- Assist and attend to all internal and external audit queries – produce the correct documents to support the audit process efficiently
- Processing of inter seta transactions, including liaising with the other SETA's when required



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:

- Accounting
- Financial Management
- Cost and Management Accounting
- Bookkeeping
- 3 years' experience in Finance/ Accounting/ Bookkeeping within Grants or Levies environment

Advantageous

- 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 area:
 - Accounting
 - Financial Management
 - Management Accounting
 - Cost and Management Accounting
 - Bookkeeping
- More than 3 years' experience in Finance/ Accounting/ Bookkeeping within Grants or Levies environment
- Understanding of the SETA's financial environment, including payments of grants

Knowledge and Skills

- Customer Service Orientation Skills
- Technical Skills and Competence
- Collaboration and teamwork Skills
- Relationship Management Skills
- Attention to Detail Skills
- Communication 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: 03 June 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 **merSETA Job Application Form**, a detailed **Curriculum Vitae**, 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 that do not submit a fully completed merSETA Job Application Form do not quote the correct 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.