



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 the Corporate Services Division.

Specialist Facilities & OHSE (C3)

Reference Number: SFO/HO/24/06/26

Salary Level (Min. to Mid): 519 730,52– 622 495,14 pa

FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

Purpose: The purpose of this position is to ensure the effective maintenance and management of the merSETA Head Office and regional office premises, ensuring that all facilities are safe, functional, secure, and well maintained. The role is responsible for and ensuring compliance with Occupational Health and Safety legislation, applicable regulations, and organisational standards across all sites. This role also involves a hands-on approach to managing building services, coordinating with service providers and ensuring compliance with health and safety regulations.

Key Responsibilities

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

- Monitor and coordinate preventive and corrective maintenance activities for all facilities and equipment.
- Conduct workplace inspections, safety audits and risk assessments to ensure legislative compliance.
- Facilitate the establishment, coordination, and effective functioning of the Health and Safety Committee in accordance with Occupational Health and Safety legislation and organisational requirements.
- Manage building services, coordinate maintenance and repair activities, monitor contractor and service provider performance, and oversee facilities support services.
- Manage service providers and contractors maintenance schedules to ensure quality service delivery.
- Coordinate emergency procedures and evacuation drills.
- Manage workplace accidents and incidents and coordinate the investigation and reporting processes in accordance with Occupational Health and Safety requirements and organisational procedures.
- Maintain facilities and OHSE records, reports and compliance documentation.
- Support space management, office moves and infrastructure planning initiatives.
- Ensure proper management of security, cleaning, waste disposal and utilities services.
- Assist in budget monitoring and procurement processes related to facilities and OHSE requirements.



- Manage the Facilities Office Support staff and ensure adequate resources are available to fulfil their tasks.
- Evaluate staff performance regularly in line with Performance Management Systems and provide appropriate training.

Qualifications and Experience

- A 3- year Diploma (NQF Level 6) in one of the following fields – or equivalent NQF 6 Level qualification that matches a Diploma these areas:
 - Facilities Management
 - Building Management
 - Business administration
 - Occupational Health and Safety
 - Safety Management
 - Environmental Management or related field
- 3 years' administration experience within Facilities Management and Occupational Health & Safety, including exposure to facilities coordination, maintenance requests, contractor liaison and office support services

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:
 - Facilities Management
 - Building Management
 - Business administration
 - Occupational Health and Safety
 - Safety Management
 - Environmental Management or related field
- More than 3 years' administration experience within Facilities Management and Occupational Health & Safety, including exposure to facilities coordination, maintenance requests, contractor liaison and office support services

Knowledge and Skills

- Customer Service Orientation Skills
- Knowledge and understanding of OHSE legislation and compliance
- Collaboration and teamwork Skills
- Relationship Management Skills
- Attention to Detail Skills
- People Management Skills
- Building and facilities management
- Budgeting and financial management

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: 24 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. You should 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 and 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.