



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 Operations Division.

Administrator: Project Management (B5)

Reference Number: APM/HO/15/06/26

Salary Level: R28 039,77 pm

FIXED-TERM CONTRACT: 24 MONTHS

HEAD OFFICE

Purpose: The purpose of this position is to provide efficient and effective administration support in the Project Management Unit.

Key Responsibilities

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

- Support project monitoring and reporting processes through the maintenance of project registers, tracking tools, and the timely updating of project information to ensure accurate progress tracking and reporting Ensure accurate filing, record keeping, and management of project documentation
- Support audit preparation processes by ensuring project files and documentation are audit-ready at all times
- Assist with Compiling and prepare project status reports, dashboards, and management reports
- Prepare project status reports, dashboards, and management reports
- Maintain project schedules, action plans and progress records to support effective project planning, monitoring, and reporting
- Coordinate the collection and consolidation of project information from regional offices and relevant stakeholders
- Assist with project coordination and tracking activities
- Prepare agendas, take minutes, and follow up on action items
- Effectively plan and execute ad hoc projects related to the unit



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:
 - Business Administration
 - Project Management
 - Accounting/Finance
 - Office Administration
 - Commerce
 - Training and Development or related field
- 1 year project administration experience, in a SETA or public sector environment

Advantageous

- A 3-year Bachelor's 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 these areas:
 - Business Administration
 - Project Management
 - Accounting
 - Office Administration
 - Commerce
 - Training and Development or related field
- More than 1 year project administration experience within skills development projects in a SETA or public sector environment

Knowledge and Skills

- Technical Skill and Competence
- Attention to Detail Skills
- Collaboration skills
- Communication Skills
- Computer literacy with solid knowledge of MS Word, Excel, Outlook, and Database

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: 15 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