



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 the ICT unit.

Administrator: ICT (B5)

Reference Number: AICT/HO/17/06/26

Salary Level: R28 039,77 pm

FIXED-TERM CONTRACT: 24 MONTHS

HEAD OFFICE

Purpose: The role is responsible for ensuring accurate record keeping, effective document control, and administrative support for ICT operations, projects, audits, and governance processes.

Key Responsibilities

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

- Provide administrative and secretariat support to the ICT Division
- Prepare agendas, record minutes, and track action items
- Maintain accurate and organised electronic and physical records for the ICT Division
- Prepare travel arrangements, logistics coordination, and general administrative requirements
- Maintain registers and databases relating to ICT operations, assets, contracts, and service providers
- Process payment requisitions and payment milestone
- Maintain records of ICT contracts, service level agreements, licenses and renewals
- Assist with the compilation of audit evidence and supporting documentation for internal and external audits
- Monitor and track administrative deliverables and deadlines within the ICT Division
- Provide administrative support for ICT projects, initiatives, and departmental activities



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
 - Office Administration
 - Commerce
 - Project Management
 - Business Management
- 1 year experience in an administrative support role within ICT 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:
 - Information Technology
 - Information Systems
 - Business Information Technology
 - Networking
 - Computer Science
- More than 1 year experience in an administrative support role within ICT 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: 17 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.