



**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 Strategy and Research Division.

**Administrator: Research and Innovation (B5)**

**Reference Number: ARI/HO/17/06/26**

**Salary Level: R28 039,77 pm**

**FIXED-TERM CONTRACT:24 MONTHS**

**HEAD OFFICE**

**Purpose:** The position is responsible for facilitating and streamlining administrative processes by performing key administrative duties, coordinating project documentation, and ensuring effective communication among stakeholders. This role supports seamless operations and contributes to the advancement of Research and Innovation initiatives within merSETA.

### **Key Responsibilities**

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

- Prepare meeting logistics and documents such as attendance registers, travel arrangements, venue bookings, equipment, and documents within agreed-upon timeframes
- Schedule meetings with Project Managers and merSETA Project facilitators to meet research objectives and uphold stakeholder relationships
- Support the unit with procurement processes in line with the new system and policy
- Load project linked learners on LMS as per set merSETA APP requirements
- Upload necessary evidence for the loaded project linked learners as per the merSETA TIDs on TPIMS for M&E unit evaluation
- Create and maintain a unit projects electronic filing system
- Develop and maintain a tracking spreadsheet of what gets submitted to Finance and what was paid to keep track of payment records and proof of payments
- Check accuracy of projects evidence provided against required audit standards
- Prepare and process payment requisitions from all unit partners and service providers
- Track and follow up on the payment process to ensure adherence to timelines
- Distribute proof of payments to project managers once payment is complete
- 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 Level qualification that matches a Diploma in these areas:
  - Business Administration/Management
  - Project Management
  - Commerce
  - Social Sciences
  - Skills Development/Training
- 1 year project administration experience in research, innovation or skills development projects in a SETA or public sector environment

### **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:
  - Business Administration/Management
  - Project Management
  - Commerce
  - Social Sciences
  - Skills Development/Training
- More than 1 year's project administration experience in research, innovation or skills development projects in a SETA or public sector environment

### **Knowledge and Skills**

- 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 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 that do not submit a fully completed merSETA Job Application Form do not quote 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.**