



**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 Office of the CEO Division.

**Manager: Information Systems (D3)**

**Reference Number: MIS/HO/12/06/26**

**Salary Level (Min. to Mid): R1 045 491,54 – R1 287 572,99 per annum**

**FIXED-TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM**

**HEAD OFFICE**

**Purpose:** The position is responsible for ensuring the effective management, availability, security, and optimal performance of the merSETA Information Systems and related services. The role is responsible for overseeing IT infrastructure, systems functionality, IT assets, capacity planning, user support, and risk management to ensure reliable and efficient technology operations that support organisational objectives.

### **Key Responsibilities**

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

- Develop and enhance stakeholder relationships by improved communications with stakeholders.
- Liaise with external stakeholders in respect of data management and reporting.
- Implement the ICT strategy and develop procedures that support the strategy, to ensure an effective roll out of the projects.
- Oversee the management of Information Systems to ensure optimal functionality, availability, and reliability, including the timely replacement and upgrading of systems reaching end-of-life in accordance with approved lifecycle management processes. Oversee risk management & good governance practices.
- Report on legislative requirements pertaining to the state of information systems including preparation and submission of reports to various committees as well as monitoring reports to the Executive Committee (EXCO).
- Manage information Systems projects and implement functionalities & capabilities that support and meet operational and strategic business needs of merSETA.
- Provide an input into the development and management of the departmental CAPEX budget.
- Manage the department's budget, in line with information systems requirements, including motivating for budget approval to support the ongoing maintenance, enhancement, and operational sustainability of Information Systems and related resources.
- Ensure compliance with audit requirements, ICT governance frameworks, and applicable Corporate Governance standards relating to ICT.



- Develop procedures that align with the policy statements (e.g. user account management, information security, change management).
- Manage staff performance and development, encompassing both technical and behavioural competencies, in line with the Key Performance Areas (KPA), and ensure that employees are equipped with the required skills and capabilities to deliver effective and efficient service.

### **Qualifications and Experience**

- 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 Systems
  - Computer Science
  - Software Development
  - Information Technology or related field
- Minimum of 5 years' experience in ICT service management and project management, 3 years of which should be at management or supervisory role
- Experience in a public sector environment is essential

### **Advantageous**

- Honors degree (NQF Level 8) in one of the following fields —or an equivalent NQF Level 8 qualification that matches an honors/postgraduate degree in one of these areas:
  - Information Systems
  - Computer Science
  - Information Technology
  - Software Development
- More than 5 years' experience in ICT service management and project management and more than 3 years' experience in management or supervisory role

### **Knowledge and Skills**

- IT security architecture and software Skills Project Management Skills
- Problem Analysis
- Technical Skills and Competence
- Knowledge of Server infrastructure and Cloud technologies
- Financial Acumen
- Data Analysis and Reporting



## **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: 12 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**