



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 professionals to join Strategy, Research & Reporting Division.

Specialist: Evaluation (C3)

Reference Number: SE/HO/22/07/26

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 role is responsible to support evaluation design, coordination and quality assurance, translate findings into useful insights, and contribute to planning, learning and improved programme performance, to ensure merSETA generate credible, practical evidence on what works across its programmes and interventions.

Key Responsibilities

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

- Coordinate evaluation projects from planning to final reporting, ensuring alignment with merSETA policies, timelines and quality requirements.
- Support the development and review of evaluation terms of reference, inception reports, methodologies, tools and draft reports.
- Collect, analyse and interpret qualitative and quantitative evidence to inform planning, reporting and decision-making.
- Prepare clear evaluation reports, evidence briefs, presentations and management summaries with practical recommendations.
- Monitor project milestones, deliverables, risks, budgets and service provider performance for internal and outsourced evaluations.
- Facilitate stakeholder engagements, validation sessions and internal consultations linked to evaluation work.
- Support the integration and use of evaluation findings in the Sector Skills Plan, Research Agenda, Continuous Improvement Plan and related planning processes.
- Contribute to stronger evidence-based planning and learning culture within merSETA.



Qualifications and Experience

- A 3-year Bachelor's degree (NQF Level 7) in one of the following fields – or equivalent NQF 7 Level qualification that matches a Bachelor's Degree in these areas:
 - Public Administration
 - Education
 - Business Administration
 - Social Sciences
 - Political Sciences
 - Or related field
- 3 years' experience in conducting evaluation studies and research studies, preferably within the education or skills development sector or public environment.

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:
 - Public Administration
 - Education
 - Business Administration
 - Social Sciences
 - Political Sciences
 - Or related field
- Certification in Monitoring and Evaluation
- Experience in the SETA landscape, skills development, labour market analysis or education-to-work transition research.

Knowledge and Skills

- Advanced Computer literacy
- Qualitative and quantitative research methods
- Data collection and Data Analysis
- Evaluation design and implementation frameworks

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: 22 July 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.