



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 professionals to join the Operations Division.

Professional Assistant in the Office of the Chief Operations Officer (C3)

Reference Number: PA/HO/14/10/2026

Salary Level (Min. to Mid) - R550 914,35 - R 659 844,85

FIXED-TERM CONTRACT ALIGNED TO SETA LICENSE TERM

HEAD OFFICE

Purpose: The position is responsible for providing executive, secretarial, administrative and operational coordination support to the Chief Operations Officer (COO). The role ensures the effective functioning and management of the COO's Office, facilitates governance and reporting processes, coordinates operational activities across business units and regional offices, and supports the implementation, coordination and monitoring of strategic and operational priorities to enhance organisational effectiveness and achieve service delivery objectives.

Key Responsibilities

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

- Manage the COO's diary, appointments, meetings and travel arrangements.
- Coordinate and manage all incoming and outgoing correspondence for the Office of the COO.
- Draft, edit and quality assure executive correspondence, presentations, submissions and reports.
- Screen and prioritize requests requiring the COO's attention.
- Maintain confidential records, files, registers and information management systems within the Office of the COO in accordance with organisational policies and ensure accessibility of information.
- Ensure the efficient day-to-day administration and functioning of the Office of the COO.
- Provide secretariat support to DG Committees, operational governance structures and management forums.
- Coordinate meeting agendas, packs, presentations, minutes and resolutions and ensure timeous circulation of governance and committee documentation.
- Track and monitor implementation of resolutions and action items arising from meetings.



- Support the preparation and submission of governance reports and management committee documentation
- Coordinate information flow between the Office of the COO and different business units.
- Follow up on matters delegated by the COO and monitor completion of assigned actions.
- Coordinate and consolidate operational reports, presentations and executive information.
- Monitor implementation of operational priorities and strategic initiatives assigned by the COO.
- Support the coordination of organisational projects, strategic initiatives and special assignments within the Operations Division.
- Act as the primary administrative liaison between the COO and internal and external stakeholders and ensure professional management of stakeholder enquiries and requests directed to the Office of the COO.
- Coordinate communication and engagements between the COO and internal and external stakeholders.
- Facilitate collaborative relationships that support service delivery and operational effectiveness.
- Monitor budget utilization and expenditure for the Office of the COO.
- Coordinate procurement, logistical and administrative requirements for the Office of the COO.
- Support the planning and execution of stakeholder engagements, operational meetings, workshops and roadshows.
- Monitor project milestones and provide progress updates as required.

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
 - Office Administration
 - Project Management
 - Public management
 - Secretarial Management or related field
- Minimum five (5) years' experience providing executive secretarial or executive assistant or professional assistant services at senior management or executive management level
- Experience within a SETA, Public Entity or Public Sector environment.

Advantageous

- Experience providing secretariat services to governance committees and executive forums will be an added advantage.
- Experience coordinating reports, projects and stakeholder engagements at executive level will be advantageous

Knowledge and Skills

- Executive and Secretariat Administration
- Governance and Committee Administration
- Report Writing and Presentation Preparation
- Project Coordination



- Stakeholder Relationship Management
- Records and Information Management
- Customer Service Orientation
- Planning and Organising Skill
- Strong Written and Verbal Communication Skills
- Attention to Detail
- Analysis and Problem-Solving Skills
- Advanced Microsoft Office Suite Skills

This role requires extensive travel around the country and to all merSETA regional offices.

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: 14 October 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 and 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.