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 professionals to join Finance Division.

Specialist: Supply Chain Management (C3)
Reference Number: SSC/HO/26/11/26
Salary Level: R45 909.53pm
FIXED-TERM CONTRACT: 12 MONTHS
HEAD OFFICE

Purpose: The role is responsible for supporting the SETA's procurement needs by facilitating the procurement processes and ensuring compliance with established procedures and relevant regulations.

Key Responsibilities

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

- Process procurement requests ensuring adherence to proper procurement procedures, processes in alignment with relevant prescripts
- Assist with the review of RFQ Reports, PPFA Scoresheets (RFQ pack)
- Review the accurateness of payment requisitions prior to allocation for Purchase Order generation
- Ensure Specifications/ TORs received are correct and update Purchase Requisitions Register on receipt from project owner/s documentation.
- Scheduling of Evaluation meetings
- Ensure correctness of RFQs, Purchase Requisitions and Terms of Reference prior to activation of the procurement processes
- Review accuracy of minutes
- Oversee RFQ closure process and ensure an evaluation report is prepared before submission for approval in line with delegations of authority.
- Review of RFQ recommendation reports

Qualifications and Experience

- A 3- year Diploma (NQF Level 6) in one of the following fields – or equivalent NQF 6 Level qualification that matches a Diploma these areas:
    - Logistics
    - Supply Chain
    - Commerce
    - Public Administration
    - Procurement
- 3 years' experience as a Supply Chain Officer/Coordinator or similar role within the public sector

Advantageous

- A 3-year 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:
    - Logistics
    - Supply Chain
    - Commerce
    - Public Administration
    - Procurement

Knowledge and Skills

- Knowledge and understanding of public procurement processes
- Knowledge of PFMA and Treasury regulations
- Good knowledge and understanding of auditing practices
- Communication Skills
- Relationship Management
- High level of attention to detail and accuracy

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: 26 November 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.

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