



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority established through the Skills Development Act. This SETA encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing and plastics industries.

INTERNAL AND EXTERNAL ADVERT

We have an excellent opportunity for the following professional to join the Strategy and Research Division:

Specialist: Quality Management Systems Temp (D1)
Salary Level (Min. to Mid): R623 719 – R735 988 pa
TEMPORARY CONTRACT ENDING 28 FEBRUARY 2022
Head Office

Purpose: To provide additional skills and capacity in the Quality Management System Unit as part of enhancing process development, internal control assessments and audits, audit log assessments and monitoring risk management and internal impact of these on the changes to the merSETA ISO Quality Systems.

Duties: The duties include but are not limited to the following:

- Provide support for the design, execution, and maintenance of the ISO 9001:2015
- Conduct document management process of analyzing, reviewing and the development of the merSETA governance system documents that include Standard Operating Procedures (SOPs) and Policies to achieve strategic objectives.
- The management, handling, and control of obsolete quality management system documents for reference purposes.
- Conduct internal audit assessment in line with the quality standard to achieve strategic objectives.
- Coordinate and collaborate with external third-party audit assessment body for certification audit assessments.
- Develop and implement a system for complaints handling and management.
- Coordinate and conduct management review of the quality management system.
- Provide system and process support and guidance in the business process management cross the merSETA (Business process Optimization).
- Implement quality principles and methodologies to implement enterprise-wide corrective actions and measures to address audit assessments outcomes.
- Provide analytical and problem-solving skills towards the achievement of the merSETA strategic outcomes.
- Identifying service and products-related defects or potential issues and apply quality principles to improve.



- Be customer, investigative, and rule orientated with attention to details to the organisation-wide ISO 9001:2015 principles and standards.

Qualities, experience, knowledge and skills required:

- Bachelor's Degree or Diploma in Quality Management or Operations Management
- 3-5 years proven work experience in Quality Management or Operations related function within the SETA or public sector environment is essential
- Solid work knowledge of Quality Management System (ISO 9001:2015) and other legislation and acts governing the SETA environment
- Good communications skills
- Knowledge of managing audits assessments for reporting
- Advanced computer skills
- Advanced analysis and problem – solving skills
- Investigative Orientation
- Rule Orientation
- Analysis and problem solving, ability to think strategically and conceptually
- Customer service orientation, effective networking across functional areas
- Attention to detail
- Planning and Organizing.

The merSETA is an equal opportunity employer; however, ***preference will be given to Female candidates. People with disabilities are encouraged to apply.*** Please submit a detailed CV, qualification and application form and motivational letter to: recruitment@merseta.org.za

Only shortlisted candidates will be contacted. ***Internal applicants will be shortlisted only if they meet all the requirements.*** Only shortlisted candidates will be contacted. Should you not be contacted within 21 days after the closing date, please know that your application was not successful. **The MERSETA reserves the right to not make an appointment.**

CLOSING DATE: 12 AUGUST 2021