



merSETA

MANUFACTURING, ENGINEERING
AND RELATED SERVICES SETA

The merSETA is the Manufacturing, Engineering and Related Services Education and Training Authority. This SETA was established in terms of the Skills Development Act 97 of 1998 and encompasses the metal and engineering, auto manufacturing, motor retail, tyre manufacturing, plastics industries and automotive components sub-sectors.

INTERNAL AND EXTERNAL ADVERT

Chief Operation Officer

Salary Level (Min. to Mid): R1 843 199,77 – R2 174 975,57 pa (E5)
FIXED TERM CONTRACT ALIGNED TO THE SETA LICENCE TERM

Head Office

The merSETA requires the services of a suitably qualified Chief Operation Officer. The successful applicant will report to the Chief Executive Officer.

Job Purpose:

To provide effective professional leadership in developing and implementing an Operational Strategy aligned to legal and mandatory requirements. To direct the operating plans of the merSETA to preserve stakeholder value and ensure good corporate governance.

- I. To develop operational strategies to increase the flow of newly skilled workers into the sector.
- II. To provide strategic direction to facilitate operational effectiveness and efficiency aimed at achieving strategic objectives of merSETA and in line with legislation.
- III. To develop plans to increase the focus on artisan development.
- IV. To design operational policies, processes, procedures and systems to meet stakeholder requirements.
- V. Reviewing the efficiency of operational functions, planning changes and updates.

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

- I. Develop and manage the Operations budget, Mandatory Grant, ETQA, Programmes Implementation and Project Administration budget.
- II. Oversee the implementation of financial policies and procedures.
- III. Development of strategies, policies and procedures to achieve stakeholder satisfaction and maintain external stakeholder relationships.
- IV. Implementation of internal control systems and processes.
- V. Keep abreast of national and international best practice and new technologies.
- VI. Liaison with internal stakeholders to ensure efficient service delivery and teamwork.
- VII. Upskilling and the management of division performance.



Qualifications, experience, knowledge, skills and qualities required:

- I. A postgraduate (NQF 8) qualification in Business Administration, or Public Administration, or General Management. A Masters' degree (NQF 9) in Education, Business Administration, Public Administration, or General Management is recommended.
 - II. 15 years' experience in the private sector, or public sector, or SETA environment, of which 8 years is at a senior management level. 5 or more years' experience at executive level is recommended.
 - III. Above average understanding of the South African Public service sector and corporate governance, with knowledge of the Public Finance Management Act (PFMA), Skills Development Act (SDA), Skills Development Levy Act (SDLA), and other relevant legislation.
 - IV. Strong strategic and leadership capability.
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Internal and external applicants must detailed CV with two (2) contactable references, certified copies of all qualifications, ID, declaration of interest document. Failure to submit all required documentation will lead to disqualification. Applications must be submitted to coorecruitment@merseta.org.za or hand delivered to the merSETA Head Office, 95 7th Avenue Corner Rustenburg Road, Melville, marked for the attention of the Senior Manager: Human Resources (Acting).

Note that only shortlisted candidates will be contacted. If an applicant is not contacted within 21 days after the closing date, the application was not successful.

The merSETA is an equal opportunity employer and appointments will be made in line with the merSETA EE Plan. ***People with disabilities are encouraged to apply.***

The MERSETA reserves the right to not make an appointment.

CLOSING DATE: 05 NOVEMBER 2021