



**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 excellent opportunities for the following professionals to join the Operations Division.

#### **Administrator: Learning Programmes & Quality Assurance X3 (B5)**

**Reference Number: ALPQA/04/03/2025**

**Salary Level R25 963 per month**

**FIXED-TERM CONTRACT: 6 MONTHS**

**HEAD OFFICE**

**Purpose:** The purpose of this position is to provide effective and efficient administration in the Learning Programmes and Quality Assurance Unit.

#### **Key Responsibilities**

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

- Administer the development of assessment tools for specific occupational qualifications, part qualifications and occupational skills programmes processes.
- Assist with Quality Assurance administration functions in the unit with reference to accreditation of Skills Development Providers and Assessment Centres (merSETA, QCTO and NAMB) and requests for use of merSETA name and Logo, referral letters to other SETAs.
- Coordinate Unit meetings.
- Provide administrative support regarding the processes of provider accreditation, and learner SOR and certification, including trade test certificate applications.
- Provide administrative assistance in Skills Development Providers (SDPs) and Assessment Centres (ACs) matters, accreditation, and audit records.
- Retrieve supporting documentation and records on request to facilitate and support query resolution or discussions.
- Prepare samples for audit purposes for previous fiscal years by tracing documents on the system or physically retrieving CDs from the storeroom.
- Provide administrative assistance in the registration of Assessors and Moderators.



### **Qualifications, Experience**

- 3-year Diploma or equivalent NQF level 6 in Business Administration/Education/Training and Development or related field.
- 1 year experience in Administration in a learning and development environment.

### **Knowledge, and Skills**

- Customer Service Orientation.
- Technical skills and competence in administration.
- Attention to detail and concern for excellence.
- Collaboration and effective communication (oral and written)

### **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: 04 March 2025**

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 and signed job application form, a detailed curriculum vitae with three references, clearly quoting the Job Title and Reference Number 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.

**Applicants are urged to follow all the instructions as outlined in the advert when submitting their applications.**