



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 Strategy & Research Division.

Administrator: Quality Management Systems (B5)

Reference Number: AQMS/05/03/25

Salary Level: R25 963

FIXED-TERM CONTRACT :12 MONTHS

HEAD OFFICE

Purpose: The role is responsible for maintaining and administering the Quality Management Systems and other integrated systems to ensure seamless operation of the quality processes.

Key Responsibilities

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

- Administer and maintain the QMS and other integrated systems ensuring adherence to standards
- Maintain digital internal quality registers to ensure up-to-date and accurate quality register
- Administer and disseminate quality related matters/queries across the organisation to ensure all departments and employees are informed
- Action internal and external non-conformances registers, monitor corrective actions and mitigating actions and initiatives are implemented
- Improve, and maintain ISO 9001:2015 certification
- Coordinate, organise and administer QMS activities, including meetings, minutes, and attendance registers
- Schedule QMS awareness sessions and ensure attendance registers are maintained
- Provide support for the implementation of systems, processes, policies, and procedures to achieve key merSETA strategic goals
- Support the development and administration of stakeholder corrective and preventative action (CAPA) and internal non-conformance



Qualifications & Experience

- 3-year Diploma or equivalent NQF level 6 qualification in Quality Management or related field
- A minimum of 1 year experience in Quality Management within the public sector

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)
- Computer literacy with solid knowledge of MS Word, Excel, Outlook, and Database

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: 05 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.