



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 Grant Management Unit.

Administrator: Grants Implementation X2 (B5)

Reference Number: AGI/HO/29/01/25

Salary Level: 25 963pm

FIXED-TERM CONTRACT: 12 MONTHS

HEAD OFFICE

Purpose: The purpose of this position is to provide efficient and effective administration support in the Grants Management Unit.

Key Accountabilities and Responsibilities

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

- Liaise with internal stakeholders on payments, processes and procedures regarding the grants disbursement process to ensure the relevant region is always informed
- Update DG/Project Contract Information and Project Performance on Commitment Register on the Systems
- Communicate timely updates regarding project timelines to regional offices for them to align project service delivery
- Prepare RFI documents for internal and external audits ensuring correct and comprehensive submission
- Upload project documents such as MoA's and payment evidence on TPIMS and SharePoint
- Collate financial documents for review and approvals
- Prepare memos and MoA Addendums for change requests and submit for review to direct report
- Timely and efficiently prepare payment requisition packs for discretionary grants claims ensuring alignment with policies and procedures
- Verify figures in the payment requisition packs and ensure that evidence is in line with internal grant management processes
- Submit payment requisition packs to direct report for review and approval
- Capture discretionary grants claims on the tracking register ensuring that the register is always up to date



Qualifications, Experience, Knowledge, and Skills

- 3-year National Diploma or equivalent NQF 6 in Business Administration/Finance /Accounting or related field.
- A minimum of 1 year' experience in Administration in Grants Management/Finance
- Technical Skill and Competence
- Attention to Detail Skills
- Collaboration skills
- Communication Skills
- 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: 29 January 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 instructions as outlined in the advert when submitting their applications.