



The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998). CATHSSETA invites applications from suitably qualified natural persons for a period not exceeding the SETA's license period. Applicants who meet the specified requirements are encouraged to apply.

CATHSSETA has the following positions available:

1. SKILLS LIAISON OFFICER - FREE STATE REGIONAL OFFICE - REF(CATHS0/2017)

Job Purpose: To provide administrative support and coordination of Discretionary Grants Funding and Administration, including general secretarial support, also acts as a liaison between CATHSSETA and beneficiaries.

Job requirements: A three-year post matric qualification at NQF level 7 and/or National Diploma or Degree in Education or Social/Management Sciences. At least three years' experience in facilitation and administration of grants or learning programmes. Experience and understanding of SETA will be an added advantage.

Minimum competency requirements: The incumbent should demonstrate the following capabilities: Commitment to stakeholder sensitivity, goal oriented, compliance driven, building effective client relationships, good interpersonal skills, problem solving and trouble shooting, follow up, and stress tolerance and target driven.

Job Responsibilities:

- Implement and achieve the strategic and annual performance plans relating to the area of responsibility.
- Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations.
- Adhere to the Sector Skills Development Plan and Strategy: conduct roadshows/engage with stakeholders on application of Discretionary Grants
- Allocate/distribute shortlist letters
- Validate applications and check document compliance
- Conduct site visits where necessary to ensure that valid applicants are awarded grants
- Conduct stakeholder induction

- Monitor and evaluate the allocation processes of Discretionary Grants
- Manage and maintain the database
- Process applications and communicate decisions taken to stakeholders.
- Coordinate and provide end-to-end project administration within the area of responsibility.
- Maintain stakeholder partnerships.
- Interface with SMMEs, develop action plans where necessary and provide support in implementation of action plans.
- Monitor and report progress.

2. OFFICER: AUDIT AND RISK – REF (CATHS02/2017)

Job Purpose: To provide support to the manager: Audit and Risk in executing and reporting on operational, financial, regulatory and compliance related audits/reviews of CATHSSETA and provide advice on internal controls.

Job Requirements: A diploma or degree in Internal Audit or equivalent is a minimum requirement. At least 3 years' internal audit experience, Experience in a SETA environment is added advantage.

Competency Requirements: The incumbent should demonstrate capabilities related to; Policy analysis and interpretation, planning and organising, performance management, deadline driven, supplier or customer relationship management, inventory management, attention to detail, conflict management.

Job Responsibilities:

- Implement and achieve the strategic and annual performance plans relating to the area of responsibility
- Align business activities with strategic and operational plans
- Assist the Manager: Audit and Risk to plan financial, regulatory, compliance or operational audits, Coordinate the audit process, working with Risk, Legal and Compliance and other control-related activities
- Working together with the Manager: Risk and Audit to conduct risk assessments and identify controls in place to mitigate identified risks
- Assist in performing audit procedures to verify that controls are operating through testing and interviewing techniques
- Assist the Audit and Risk Manager to identify control gaps and opportunities for improvement, Provide advice on internal control and participates in enhancing internal audit standards and practices within CATHSSETA
- Researches new technical subjects to support audits
- Coordinate and implement projects within the area of responsibility
- Implement and maintain the Batho Pele principles through a caring, accessible and accountable service.

3. COORDINATOR: QUALIFICATIONS DEVELOPMENT – REF (CATHS03/2017)

Job Purpose: To implement the Occupational Framework for Occupations (OFOs) within CATHSSETA

Job Requirements: Relevant degree or diploma or similar qualification at NQF Level 6, Project Management experience, previous experience in a SETA environment working with occupational classifications will be an added advantage.

Competency Requirements: The incumbent should demonstrate capabilities related to; Occupational classification, Occupational and skills analysis, Stakeholder engagement, Innovation, Stress tolerance, Teamwork, Ability to interpret and compile management reports, Communication and presentation skills.

Job Responsibilities:

- Implement the Occupational Framework for Occupations(OFO) within CATHSSETA in order to ensure that sector specific labour market needs are accurately defined and skills accurately defined
- Prepare and facilitate the signing of the SLA with the QCTO
- Identify stakeholder groups to serve on the working group for the development of the Occupational Qualification
- Coordinate the design, development and/or revision of specified occupational standards and qualifications and/or part qualifications according to the QCTO procedure
- Facilitate the qualification development process
- Coordinate the public comment process
- Report to the QCTO on the performance of its functions in the SLA
- Ensure sound financial accountability for the QCTO occupational projects
- Coordinate the assessment specification development
- Coordinate and facilitate the establishment of the AQP
- Coordinate the development and maintenance of a national data-bank of instruments for external assessment
- Recommend to the QCTO the accreditation and withdrawal of accreditation of skills development providers for the knowledge and/or practical skills component using criteria and guidelines provided by the QCTO
- Register assessors and moderators for the external assessments

4. GENERALIST: HUMAN RESOURCES – REF (CATHS04/2017)

Job Purpose: Support and complement the Manager: Human Capital in maintaining human resource management within CATHSSETA. Support the development and implementation of the HR strategy, policies and procedures for CATHSSETA and to position Human Resources as a strategic business partner.

Job Requirements: A National Diploma or Degree in HRM or equivalent, with at least three years' experience in the Human Resources environment.

Competency Requirements: The incumbent should demonstrate working knowledge of Skills development and HR legislation (SDA, SDLA, EEA, BCEA, LRA, PFMA, White Paper

on Transformation, etc.), HR Systems. The incumbent should also demonstrate capabilities related to; Batho Pele principles, stakeholder relations, report writing and attention to detail.

Job Responsibilities:

- Implement and maintain HR processes. Implement strategic and annual performance plans successfully within the Human Resource environment
- Assist the designated manager to develop and deliver on the human capital strategy
- Develop and implement CATHSSETA's Work Skills Plan, Employment Equity requirements as well as occupational health and safety standards
- Evaluate the effectiveness of the training and development programmes and make necessary amendments or modifications if required
- Initiate and manage implementation of the HR policies and procedures
- Implement HR risk controls. Ensure compliance to all Skills Development legislation

5. MANAGER: SKILLS DEVELOPMENT (CATHS05/2017)

Job Purpose: To support and complement the Executive Manager: Skills Development by ensuring that the skills development initiatives are implemented according CATHSSETA Sector Skills Plan, Strategic and operational plans. The person will also be responsible for ensuring smooth cross departmental collaboration activities.

Job Requirements: A degree in business management/ public administration/ education or equivalent. Further qualification or experience in project management. Experience in managing the implementation of learning programmes within the SETA environment. Minimum of five years' management experience.

Competency Requirements: The incumbent should demonstrate capabilities related to: stakeholder relations, report writing and attention to detail. Be highly proactive; Quantitative and project orientation; Multi-tasking and managing competing priorities; Judgement and decision-making ability; and Communication skills

Job Responsibilities:

- Participate and contribute in the development of the strategic and annual performance plans for CATHSSETA
- Develop and manage the operational plans of the business unit and ensure implementation and monitoring thereof
- Improve productivity within business unit and align business activities with strategic and operational plans
- Assist the Executive manager in driving operational efficiency in the project management activities within the Skills Department
- Ensure smooth processes and procedures to drive cross functional team collaborations
- Assist the Executive Manager in monitoring and reporting on departmental team KPIs
- Leading any other ad hoc special departmental initiatives as may be allocated from time-to-time by the Executive Manager
- Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs.

6. MANAGER: KNOWLEDGE MANAGEMENT (CATHS06/2017) (12 months fixed term Contract)

Purpose: To support and complement the Executive Manager: Corporate Services in maintaining an optimum Records and Knowledge Management within CATHSSETA.

Job Requirements: A Degree in Information Science or equivalent is a minimum requirement. At least 5 years' experience in Knowledge Management role .Experience in a SETA environment is an added advantage.

Competencies Requirements: Planning and organising, Deadline driven, Attention to detail, Relationships in the work place, Conflict handling, Stress tolerance, Able to follow rules and regulation diligently, project management and change management.

Job Responsibilities:

- Develop the records and knowledge management systems and policies and optimize controls and processes
- Participate and contribute in the development of strategic and annual performance plans for CATHSSETA
- Develop and manage the operational plan for the area of responsibility and ensure implementation and monitoring thereof
- Improve productivity within the department and align business activities with strategic and operational plans
- Assist the designated manager to deliver on the Knowledge Management Strategy thereby promoting knowledge sharing through the organisation's operational business processes and systems
- Strengthening links between knowledge sharing and the information systems, and improving integration among information systems in the organization
- Facilitate seamless exchange of information across systems promoting collaborative tools to facilitate sharing of ideas and work among internal teams and external partners monitoring and evaluating the knowledge sharing program, including external benchmarking and evaluation programs/opportunities
- Disseminating information about the organisation's knowledge sharing program to internal and external audiences, including organising knowledge sharing events (such as knowledge fairs, site visits, interviews)
- Maintaining communications on knowledge sharing across the organization, participation in orientation and training sessions, and preparation of brochures/presentations
- Preparing and dispatching files when necessary in terms of revised regulations
- Coordinate and implement projects within the area of responsibility.

Please forward a detailed CV to recruitment1@bloc-placements.com to reach CATHSSETA no later than Sunday 09th July 2017. Late applications will not be considered. *Note: Should you not hear from CATHSSETA within one month of the closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*