



## Vacancies

Culture, Art, 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 has the following position available.

### 1. **Officer: ICT Infrastructure and Business Support Ref: CATHS05/2020 – HEAD OFFICE**

**Job Purpose:** To provide Information Technology desktop support and, website design & development for the CATHSSETA in order to make sure that the organization's IT and website environments supports business requirements.

**Requirements:** Matric or equivalent Qualification. Three-year qualification in Information Technology or related field is an advantage. At least 3 years' experience in IT environment. At least 3 years' experience in web design and development environment.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Proficiency in HTML, Adobe Creative Suite (Illustrator, and Photoshop), CSS & WordPress, Digital media and understanding of brand building with strong layout and typographic skills, Graphic design and Web design.

**Job Responsibilities:** Implement the ICT operational plan .Align business activities with strategic and operational plans. Perform website design and development in accordance with CATHSSETA business requirements. Perform on-site and remote analysis, diagnosis, and resolution of support problems for website users, and recommend or implement corrective solutions. Perform web and graphic design activities for the organization .Producing attractive and effective designs for all media. Digital: Website design, E-Newsletters, banner ads, Gifs, basic animated graphics for social media, newsletters, corporate identities, banners and the design other digital artwork etc. Keeping abreast of industry developments and trends in digital marketing and design. Liaising effectively with team members creating websites using standard HTML/CSS practices. Working closely with web designers and programmers to produce the website. Constant communication with other colleagues in the business to develop and deploy their content – and ensuring there is a clear establishment of what can be created within what timeframe. Researching different software programs, maintaining software documentation. Implementing contingency plans in case the website goes down. Maintaining and expanding/enhancing the website once built. Apply a records management system as directed by the records management legislation. Implement electronic capturing and hard copy filing of contracts, correspondence, reports etc. Document and respond to enquiries and requests from internal and external clients in line with delegated authority. Implement a follow up system internally and externally to ensure that the management team and specialists/professionals meet divisional

obligations and track progress in the various divisional projects. Liaise with various specialists/professionals and officers in the sub- division and organisation to facilitate seamless and integrated support to the management and professional team. Liaise with the office of the EM-Corporate Services to ensure that obligations from own area of accountability are promptly and efficiently handled. Handle the daily administrative requirements of the Information Technology subdivision. Perform additional duties or responsibilities, reasonably within the domain of the role profile, or in accordance with operational requirement .Implement and maintain knowledge of relevant systems, policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis. Facilitate compliance with ICT regulations. Implement ICT architecture, policies and procedures .Assist in obtaining a departmental Audit score equal to the other SETAs' average or better Assist ICT Manager in delivering viable financial management for the department .Implement and maintain processes that capture and exploit innovative opportunities. Implement and maintain acceptable practices for standardization purposes Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals.

**Applications must be accompanied by a signed application form and a detailed CV.** Applications can be submitted electronically via e-mail to [hrvacancies01@cathsseta.org.za](mailto:hrvacancies01@cathsseta.org.za) to reach CATHSSETA no later than Friday, 11<sup>th</sup> September 2020. Late applications will not be considered. *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.*