



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. Specialist Sector Skills Planning Ref: CATHS06/2020 – HEAD OFFICE (2 Months Fixed Term Contract)

Job Purpose: To coordinate CATHSSETA's Skills Planning and Reporting and assist in ensuring that all related requirements are met within the Sector Skills Plan of CATHSSETA, the National Skills Development Strategy and regulations specified by the Department of Higher Education and Training.

Requirements: An **Honours degree in Business Administration** or equivalent is a minimum requirement. A project coordination/management certificate and experience is a must. At least **5 years' experience** in a similar position. Experience in a **SETA environment**.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Project Management, Application of industry requirements, Ability to drive performance, a very high level written and verbal communication, attention to detail, Problem solving and decision making, Forward thinking, Networking Skills, Analytical Skills, Management of change and uncertainty, Knowledge of SETA Management system is preferable

Job Responsibilities: Implement and maintain and the relevant management systems and optimize controls and processes. Implement 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 thereby: coordinating annual reviews and updates of the SSP, planning, design and implementation of an overall planning process for Cathsseta, relevant Sector Skills Development planning and performance needs, implementation of a Performance Monitoring pursuant to a sound reporting regime, implementation of a Performance Reporting Framework aligned to statutory reporting requirements, implementation of an Impact Assessment Framework, Upload the scarce and critical skills on the system. Coordinate and implement projects within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Implement recommendations from stakeholders. Perform any and all reasonable tasks given by Senior Management. Assist in the development of relevant policies, frameworks, etc. Align, implement and maintain knowledge of relevant policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact

analysis. Maintain sound risk, including the analysis, the identification, the description and the estimation of risks in the planning space within the Cathsseta. Report on risks and mitigation associated with the planning function. Assist in obtaining a departmental Audit score equal to the other SETAs' average or better. Maintain sound administrative and governance services. 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 to reach CATHSSETA no later than Thursday, 08th October 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.*