



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 positions available.

1. Manager: Office of the CEO Ref: CATHS07/2020 –HEAD OFFICE. Salary R755,844.13 Cost to Company per annum.

Job Purpose: To support and complement the Chief Executive Officer in developing, executing and managing the Organizations' activities with a particular emphasis on the day to day operations. The person will also be responsible for ensuring the smooth cross departmental collaboration activities.

Requirements: A degree in business management/ public administration/ education or equivalent. A qualification in Project Management. 6-8 years of experience as a Manager in the CEO's Office. 4-5 years as a Governance specialist/ Project Manager. Experience in SETA environment is advantageous

Competencies Requirements: The incumbent should demonstrate capabilities related to: High Performance & Accountability, Relationships & Partnership Building, Corporate Governance & Performance, CATHSSETA knowledge and commitment, Integrity and Emotional Stability, Client/Customer Focus, Diversity Awareness and Management, Ability to manage tight deadlines and punctual heavy workload, Strong interpersonal skills, excellent communication and reporting capability.

Job Responsibilities: Develop and manage the operational plan for the office of the CEO and ensure implementation and monitoring thereof. Improve productivity within the department and align business activities with strategic and operational plans. Managing 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. Driving operational efficiency in the project management activities within the Office of the CEO. Prepare operational reports on behalf of the Chief Executive Officer. Ensure smooth processes and procedures to drive cross functional team collaborations. Assist the Chief Executive Officer in monitoring and reporting on departmental team KPIs. Lead any other ad hoc special departmental initiatives as may be allocated from time to time. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs. Optimise the achievement of service delivery through strategic support Develop, monitor the departmental budget. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the organisation Establish an integrated internal control. Develop, review and interpret organisational policies and procedures and ensure implementation. Ensure successful implementation and monitoring of systems and policies. Enforce and monitor adherence to processes and procedures. Develop, monitor and review organisational risk plan. Implement internal controls Ensure sound contract, administrative and governance services. Ensure implementation of processes that capture and exploit innovative opportunities. Set, standardise acceptable practices. Ensure efficient management of interfaces. Ensure transformation within the area of responsibility to execute Cathsseta's mandate. Ensure a positive and constructive culture. Set performance targets for the departments and regularly monitor achievement thereof (performance management). Provide feedback on performance of

team. Coach and/or mentor subordinates, where required. Ensure management, review and specify an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service

**2. Administrator Research, Monitoring and Evaluation Ref: CATHS08/2020 – HEAD OFFICE
Salary R316,698.31 Cost to Company per annum.**

Job Purpose: To provide an efficient administrative and office management support to the Research, Monitoring and Evaluation Executive Manager

Requirements: National Diploma in Administration. B degree in Administration or any other related qualification will be an added advantage. 2-4 years as an Administrator. 3 years' experience must have been Research, Monitoring and Evaluation. 1-year experience in a SETA environment is advantageous.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Planning and organizing, Impact Communication, Quality Concern & Attention to detail, Customer focus and loyalty, Organisational Commitment, Integrity and ethical behaviour Financial management, Knowledge of National Qualifications Framework, Knowledge of SETA Management system is preferable, Report writing.

Job Responsibilities: Implement the CATHSSETA document and information Management strategy and plan in order to ensure professional and well-managed organisational manual and electronic document management strategy and proper storage of information. Provide administrative support to the Research, Monitoring and Evaluation unit. Coordinate and schedule meetings and workshops. Take minutes at all research and planning meetings. Follow up on project action plans. Maintain the physical and electronic project management documents. Maintain the record management system for the Research and Planning unit. Consolidate data and prepare reports for consideration and presentation by the designated manager. Upload the scarce and critical skills on the system. Coordinate and implement projects within the area of responsibility. Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, attending to queries, general office management, etc. All administrative functions are efficiently and effectively carried out. The obligations of the Research, Monitoring and Evaluation Executive Manager are fulfilled through proper planning, organising and diary management. Responses to correspondence and requests – electronically and hardcopy are handled and followed up with the relevant managers; and Logistical functions are efficiently provided. 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. Ensuring alignment with other CATHSSETA documents management policies and procedures. Manage and mitigate related risks. Manage an integrated internal control system (including policies). Ensure compliance to all Skills Development legislation Respond to audit reports and implement corrective action plans. Implement and maintain processes that capture and exploit innovative opportunities. Implement and maintain interfaces in an efficient manner. Implement and maintain transformation initiatives within the area of responsibility to execute CATHSSETA's mandate. Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals.

3. Manager Finance Ref: CATHS09/2020 – HEAD OFFICE Salary R840,745.35 Cost to Company per annum.

Job Purpose: To manage Financial Accounting function of CATHSSETA in accordance with financial best practice's governance, accounting and treasury standards as set out in the Public Finance Management Act and ensure CATHSSETA long-term financial viability and sustainability

Requirements: B Com Degree in Accounting, Finance or equivalent. An Honours degree or any related postgraduate qualification in finance will be an added advantage. SAICA articles completed, and two years post article experience would be an added advantage. 4-6 years' experience as a Manager in financial accounting and/or auditing. 3-4 years' experience in expenditure and/or inventory management. 3 years' experience and understanding of SETA environment

Competencies Requirements: The incumbent should demonstrate capabilities related to: Financial management and reporting. Financial Reporting & Budgeting Skills. Strategy Focus and Team management. Relationship building and Partnership. High performance organisation. Conceptual and Critical Thinking. Extensive knowledge of Treasury regulations, legislation and prescripts. Good knowledge and good understanding of PFMA, BAS, Treasury Regulations DORA, Companies Act and policies. Knowledge of GAAP and GRAP. Knowledge and understanding of the audit process and the preparation of reports for independent audit by the Auditor General. Knowledge of risk management process.

Job Responsibilities: Assist the CFO to deliver on the Finance Strategy by: Developing the financial framework and model for effective implementation of the Financial Accounting systems and approaches. Contribute and develop the Division's strategic and annual performance plans. Overseeing and managing financial reporting and budgeting. Provide input into the development of the Division budget and manage the allocated funds. Deliver a robust and accurate departmental financial planning and a reporting system that incorporates a balanced budget. Preparing financial statements, business activity reports and forecasts. Give input into the development of the Division budget and manage the allocated funds within the area of responsibility. Reviewing company financial reports and seek ways to reduce costs. Reviewing monthly Trial Balance, Programme expenditure to avoid over/under expenditure and apply for Virement where necessary. Monitor and report in writing any unauthorised, irregular or fruitless and wasteful expenditure. Develop and manage the operational plan and ensure the implementation and monitoring thereof. Monitoring financial details to ensure that legal requirements are met. Assisting management in making financial decisions. Monitoring and reviewing of monthly General Ledger reports Ensure an effective, efficient and economical accounts payable (Advances, Claims and Forex Payments) process by reduction of the payment turnaround time(s). Managing CATHSSETA's fixed assets and disposal thereof. Maintain accounting records in accordance with the Modified Cash Basis of Accounting. Compile monthly and quarterly reports and report to National Treasury. Compile annual financial and statistical financial reports according to established accounting techniques and procedures, regulatory requirements and CATHSSETA policies. Manage CATHSSETA's compliance and statutory requirements to ensure that all internal controls and oversight are effectively conducted and managed, by: Assist in clearing Audit Queries and ensure implementation of the internal and External Audit recommendations. Develop and maintain applicable policies to ensure tight fiscal control. Coordinate and manage the audit process. Develop and review internal controls. Implement financial risk controls. Complies with all legislative requirements, PFMA, Treasury Regulations, BAS, DORA. Ensure a positive and constructive culture. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure management, review and specify an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service

4. Practitioner: Procurement Management Ref: CATHS10/2020 – HEAD OFFICE Salary R503,120.10 Cost to Company per annum.

Job Purpose: To assist the SCM Manager oversee and manage the overall SCM operations, including demand and acquisition management.

Requirements: B com Degree in Supply Chain Management or equivalent. CIPS qualification is a minimum requirement. 3-4 years' as a Procurement Practitioner experience. 2-3 years as a Procurement Officer experience in people management. 2 years' experience in a SETA environment is advantageous.

Competencies Requirements: Time management and ability to meet deadlines. Good written and verbal communication and excellent interpersonal skills. Conceptual and Analytical Thinking. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour. Innovation and initiative. Good knowledge of Public Service Acts (PFMA, BBBEE codes, Treasury Regulations, Preferential Procurement, etc.). Knowledge of Policy analysis and interpretation. Knowledge of Contracts and SLA management. GAAP and GRAP. Delegation framework. Logistics and purchasing

Job Responsibilities: Assist the SCM Manager to develop and review the Supply Chain Management (SCM) systems and policies. Participate and contribute in the development of SCM strategic and annual performance plans for CATHSSETA. Assist in the Development and management of SCM operational plan and ensure implementation thereof. Work together with the SCM Manager to Improve productivity within the area of responsibility and align business activities with strategic and operational plans. Establishing and oversee the functioning of SCM committees (bid specifications, bid evaluation and bid adjudication committees). Managing the demand and acquisition management processes. Managing vendor contracts. Identifying preference points system and appropriate goals per commodity in terms of the legislation. Overseeing the development and utilisation of a supplier database. Overseeing the bid/quotation process. Overseeing the management of logistics operations. Developing and oversee the implementation of the disposal plan. Developing and overseeing the implementation of Supplier and Enterprise Development initiatives to ensure monitoring and evaluation thereof. Utilising SCM management system for provisioning, procurement, stock control and reporting. Provide input into the development of the Business Unit budget and manage the allocated funds within the area of responsibility. Work with SCM Manager to drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility. Assist to Develop and maintain applicable SCM policies to ensure tight fiscal control. Ensure implementation and monitoring of systems, policies, procedures and processes. Comply with all legislative requirements, PFMA, Treasury Regulations, Preferential Procurement, BBBEE codes, PPPFA, etc. Assist in obtaining a departmental Audit score equal to the other SETAs' average or better. Assist in managing the annual SCM risk assessment and develop the SCM risk universe and risk response plan. Work with SCM Manager in developing, review internal controls. Set performance targets for direct reports and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure management, review and specify

an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service.

**5. Officer: Demand and Acquisition Ref: CATHS11/2020 – HEAD OFFICE Salary R316,698.31
Cost to Company per annum.**

Job Purpose: To support and complement the Procurement Management Practitioner provide acquisition management services for CATHSSETA.

Requirements: National Diploma in Supply Chain Management or equivalent is a minimum requirement. A Degree in Business Administration would be an added advantage. A CIPS qualification is an added advantage. 2-3 years' experience of as a Demand and acquisition Officer. 1 year experience in a SETA environment is advantageous

Competencies Requirements: Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour. Planning and organizing. Impact Communication. Financial management.

Job Responsibilities: Collecting the sourcing needs and requirements across the business units. Drawing up the project plans to fulfil different demand plans. Conducting needs assessment, categorizing commodities and confirming availability of funds. Managing office logistics requirements. Compiling and maintaining supplier database. Capturing and verifying source documents. Providing administrative support in the bid/quotation process. Distributing goods in terms of specific handling requirements. Report on SCM information as required to internal and external stakeholders. Prepare all the documentation relevant for the support to the Bid Specification Committees. Ensure that all relevant Standard Bid documents are adhered to. Provide administrative support during bid processes such as Bid Evaluation Committee and Bid Adjudication Committee. Work within the set departmental budget. Implement and maintain initiatives that ensures financial viability. Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility. Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements.

6. Specialist: Legal Services Ref: CATHS14/2020 – HEAD OFFICE. Salary R676,579.46 Cost to Company per annum.

Job Purpose: To manage and oversee the Legal, Compliance and Contract management functions to CATHSSETA.

Requirements: A Degree in Law or equivalent is a minimum requirement. At least 4-5 years' experience at middle management level in the legal environment. 2-3 years' experience in a SETA environment is advantageous.

Competencies Requirements: Strategy and Transformational leadership. Relationship building and Partnership. High performance organisation. Conceptual and Analytical Thinking. Innovation and initiative. Project management. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour.

Job Responsibilities: Contribute in the development of strategic and annual performance plans for CATHSSETA. Develop and manage the operational plan for the division. Provide advisory legal services to the organisation. Obtain assistance or legal opinion from legal service providers where deemed necessary. Provide Legal support to CATHSSETA in the following: Corporate Governance and Compliance; Litigation and Labour Matters; Supply Chain Management (procurement); Conveyancing; Commercial Law; and Any other legal advice required. Provide professional and appropriate legal advice and support on procurement of goods and services which shall include: Provide legal advice on all Supply Chain Management, Assist in standardising procurement documentation, Reviewing ongoing cases and advice Finance, Supply Chain and management accordingly, Liaising with relevant divisions to ensure proactiveness to avoid risks, and where legal risks have been identified, appropriate courses of action be taken timeously, Providing legal and risk management advice to management especially on contract management. Develop, review, implement and maintain Compliance to policies. Develop, monitor and coordinate compliance with policies, processes and systems. Conduct periodic reviews and audits to ensure statutory and regulatory compliance. Provide CATHSSETA with guidance on corporate compliance, governance and risk management by: Ensuring compliance to procedures and relevant legislation, Overseeing the strategic sub-division's risk management, Providing advice and input into improving the risk management processes, Managing risk on a sub-divisional level. Draft and negotiate contracts with internal and external clients and third parties including managing the drafting and review of MOU, SLA's. Reviewing, preparing and amending contracts to assist and support various business activities: Standardise and harmonise contracts and thus create standard contracts for users within CATHSSETA, Prepare draft agreements and circulate to stakeholders. Provide general corporate advice to CATHSSETA to ensure that all divisions' business is run in accordance to the law. Create and manage CATHSSETA's internal contracts for business operations and manage these closely. Develop and monitor the departmental budget. Ensure financial viability thereby delivering a robust and accurate legal financial planning and a reporting system that incorporates a balanced budget. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the Legal unit. 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 Legal regulations. Assist in obtaining a departmental Audit score equal to the other SETAs' average or better. Manage an integrated internal control systems (including policies). Implement Legal risk controls. Ensure compliance to all Skills Development legislation. Respond to audit reports and implement corrective action plans. Implement and maintain processes that capture and exploit innovative opportunities. Implement and maintain acceptable practices for standardization purposes. Implement and maintain interfaces in an efficient manner. Implement and maintain transformation initiatives within the area of responsibility to execute CATHSSETA's mandate. Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals. Lead and manage the division so as to ensure a positive culture of work and performance. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure management, review and specify an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service

7. Manager: Human Capital Management & Development Ref: CATHS16/2020 – HEAD OFFICE, Salary R755,844.13 Cost to Company per annum.

Job Purpose: To develop and manage the effective implementation of the Human Resources Management Strategy in the areas of transformation and organisational development, talent management, Human resources management systems as well as efficient records to ensure professionalism and a high performing CATHSSETA.

Requirements: A degree in Social Sciences/ Human Resources/ Psychology/ Business Management/ Organisational development or any related postgraduate qualification. An Honours degree in Human Resources/Psychology/Business Administration or related qualification will be an added advantage. 6-8 years' experience as a Manager in Organisational Development/ Human Capital/ Human Resource or related field, of which 4-5 years must have been in management or specialist role within Human Resources/ Organisational development

Competencies Requirements: Strategy and Transformational leadership. Relationship building and Partnership. High performance organisation. Conceptual and Analytical Thinking. Innovation and initiative. Project management. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour. Planning and organizing. Impact Communication. Financial management

Job Responsibilities: Provide strategic vision in the conceptualization of CATHSSETA's Human Resources Management (HRM) strategy. Craft CATHSSETA's HRM strategic objectives in alignment with the Corporate Strategic objectives encompassing the transformation and organisational development. Monitor the provision of Talent Management and development to ensure that CATHSSETA has professional, competent and committed human resources to respond to the current and future talent needs through the implementation of Talent Management Strategy and roll out plan. Guide the analysis of current talent practices and needs to determine the future needs and improvement opportunities. Guide the development, implementation and review of uniform induction programmes. Guide the development of training and development programme which includes skills audit, training programmes and analysis of impact on training to determine value for money for CATHSSETA. Guide the design, development, maintenance and review of employee performance management system. Lead and oversee effective use of the human resources management system. Ensure Human Resources are effectively supported by operational systems. Ensure records and data are archived and retrieved as and when required. Ensure filing systems are operational and effective. Lead and manage the provision of organisational development solutions to ensure that CATHSSETA has appropriate organisational structures, competencies, business processes and utilises the best fit change management methodologies and tools. Oversee the development of the Organisational design and development strategy and roll-out plan. Guide the maintenance and review of organisational design, as well as appropriate resourcing of the approved organisational structure. Lead, manage and consolidate the Employee performance Management Cycle and reward processes and procedures in cooperation with Corporate Strategy. Ensure seamless process of Individual Performance and Corporate Performance management system. Guide the cascading of Corporate Performance indicators into divisional employee's performance Scorecards. Establish the Individual Performance Management and Reward Committee and lead the implementation. Oversee quality assurance, validation and approval processes of the individual performance management Scorecards and results on quarterly and annual basis prior to incorporation into Corporate Performance

results and reporting. Ensuring the implementation of the Performance Management system through organisational roadshows, pilot runs and execution across the organisation for buy-in. Provide thorough leadership and roll out plans on organisational change and Performance Culture. Design and oversee effective and operational business process efficiencies. Lead and manage the implementation of an integrated HRM solutions to ensure that CATHSSETA has appropriate HRM Interventions. Guide the analysis of human resource practices, processes, trends and needs to determine the future direction of HRM within CATHSSETA. Identify the appropriate HRM interventions and solutions to respond to CATHSSETA's needs and requirements as an Employer of Choice and High performing Organisation. Oversee research and benchmarking of HRM interventions and incorporation into CATHSSETA's HRM for improvements. Guide the development and implementation of Transformation and Change management Strategy that impact on CATHSSETA's high performance Culture interventions. Initiate, develop, build and sustain critical stakeholders' relations. Develop and monitor the departmental budget. Ensure financial viability thereby delivering a robust and accurate HR financial planning and a reporting system that incorporates a balanced budget. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the Knowledge Management unit. 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. Oversee and manage the drafting of relevant human resources and records management policies. Ensure compliance with all statutory or legal requirements. Ensure that all HR policies cover all aspects of employment contracts such as contractual content on recruitment process, remuneration, early and normal retirements, exits, health and safety, conflict of interest, business interests outside CATHSSETA while still in the employ of CATHSSETA, etc. Assist in obtaining a departmental Audit score equal to the other SETAs' average or better. Manage an integrated internal control systems (including policies). Implement HR risk controls. Ensure compliance to all Skills Development legislation. Respond to audit reports and implement corrective action plans. Implement and maintain processes that capture and exploit innovative opportunities. Implement and maintain acceptable practices for standardization purposes. Implement and maintain interfaces in an efficient manner. Implement and maintain transformation initiatives within the area of responsibility to execute CATHSSETA's mandate. Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals. Lead and manage the division so as to ensure a positive culture of work and performance. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure management, review and specify an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service

8. Regional Manager: NC, EC, WC Ref: CATHS17/2020 – Tygerberg Western Cape Salary R755,844.13 Cost to Company per annum.

Job Purpose: To facilitate, implement and promote Learning Programmes and create awareness of CATHSSETA programmes, implementation and monitoring of qualifications and implementation thereof. To Manage of PIVOTAL and NON PIVOTAL Programmes at regional level

Requirements: Bachelor Degree in Business Administration or National diploma or equivalent qualification; and Certificate in Occupational Directed Education and Training Development Practices shall be an added advantage. Certificate in Project management and experience is required. 7- 8 years' experience in a similar position, Manager. 3-4 years' experience in managing people. 3-4 years' experience in a SETA environment

Competencies Requirements: Strategy and Transformational leadership. Relationship building and Partnership. High performance organisation. Conceptual and Analytical Thinking. Innovation and initiative. Project management. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour. Planning and organizing. Impact Communication. Financial management

Job Responsibilities: Contribute to the development of the strategic and annual performance plans for CATHSSETA. Align business activities with divisional strategic plans. Ensure adherence to the Sector Skills Development Plan Strategy and thereby: Create awareness and assist in the coordination of the development of qualifications, Promote qualifications by engaging with various stakeholders and training providers, Manage service providers in managing the registration of Learners on the SETA Management System, Manage the issuing of certificates/SOR for Learners, Manage Learning Programmes improvement and facilitation, Provide support in the identification of workplaces for practical work experience, Develop reports and improvement plans, Manage and coordinate the implementation of Learning Programmes (Learnerships, Skills Programmes, WIL, etc.)Facilitate the allocation of learning programmes, Monitor service provider performance against signed contract, Ensure that performance information is in line with the approved SOP, Ensure that data reported is quality assured and accurate before reporting, Ensure payment is aligned as per the signed contract deliverable, Ensure continuous monitoring and evaluation of projects throughout its lifecycle, Ensure that there is quarterly and closeout reports, Ensure proper and systematic filling, Monitor and evaluate implemented Learning Programmes projects, Maintain and monitor the performance information system. Develop and manage the operational plans for the area of responsibility and ensure implementation and monitoring thereof. Improve productivity within the Regional office. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Implement, manage, monitor and evaluate projects within the area of responsibility. Establish and manage stakeholder partnerships through MoUs, particularly Universities, FET colleges and other DHET providers in implementing PIVOTAL and Non PIVOTAL programmes. Perform any and all reasonable tasks given by Senior Management and Management within the Skills Development Unit. Oversee the implementation and adherence to the relevant management systems and optimize controls and processes. Ensure Implementation and monitoring of systems and policies. Oversee implementation and maintenance of knowledge of Learning Programmes policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis. Ensure the facilitation compliance with Learning Programmes regulations. Ensure quality work that ensures CATHSSETA obtains clean Audit. Maintain sound risk and contract management. Maintain sound administrative and governance services. Give input to into the development of the departmental budget and manage allocated funds. Manage the business unit budget and ensure tracking and monitoring thereof. Develop the Learning Programmes budget and ensure adherence to budget limits. Ensure financial viability thereby delivering a robust and accurate Learning Programmes financial planning and a reporting system that incorporates a balanced budget. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the Learning Programmes business unit. Ensure sound contract,

administrative and governance services. Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals. Enrich stakeholders and community through lifelong learning opportunities and access to learning. Implement and maintain community upliftment programmes in conjunction with local authorities. Implement and maintain acceptable practices for standardization purposes. Implement and maintain interfaces in an efficient manner. Implement and maintain transformation initiatives within the area of responsibility to execute CATHSSETA's mandate. Lead and manage the Region so as to ensure a positive culture of work and performance. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure management, review and specify an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service

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 Sunday, 18th 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.*