



## External Vacancy

Applications listed below are hereby invited from suitably qualified persons whose appointment will promote representivity.

### BACKGROUND

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)

### POSITION: Practitioner: Human Capital Management and Development

**REFERENCE NUMBER:** CATHS16/2021

**DURATION:** Fixed Term Contract until 31 March 2030

**JOB GRADE:** C5

**TCTC:** R 541 514,28 per annum (All-inclusive package)

**LOCATION:** Head Office in Midrand

**REPORTS TO:** Manager: Human Capital Management and Development

### JOB SUMMARY

To implement Human Resources Management Strategy in the areas of transformation and organisational development, talent management, Occupational Health and Safety, Wellness, payroll and benefits systems and processes, Human resources management systems as well as efficient records to ensure professionalism and a high performing CATHSSETA.

### Key Performance Areas and Responsibilities

- Implement CATHSSETA's HRM strategic objectives in alignment with the Corporate Strategic objectives encompassing the transformation and organisational development
- Render 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
- Implement analysis of current talent practices and needs to determine the future needs and improvement opportunities
- Develop, implement and review uniform induction programmes
- Develop training and development programme which includes skills audit, training programmes and analysis of the impact on training to determine the value for money for CATHSSETA
- Design, develop, maintain and review of employee performance management system
- Render 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
- Provide comprehensive, professional and accurate Human Resources management system services that include management of the full cycle payroll process, leave system, human resources information system, job evaluation system, etc to ensure that the appropriate level of HRMS are reliably provided to CATHSSETA and its employees in line with the agreed service level agreements and in accordance with CATHSSETA's objectives.
- Ensure filing systems are operational and effective
- Develop and implement employee health and wellness, quality of work-life, and occupational health and safety (OHS) programmes to promote and maintain a well-balanced lifestyle for CATHSSETA employees
- Implement organisational development solutions to ensure that CATHSSETA has appropriate organisational structures, competencies, business processes and utilises the best-fit change management methodologies and tools
- Develop the Organisational design and development strategy and roll-out plan

- Maintain and review organisational design, as well as appropriate resourcing of the approved organisational structure
- 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
- Draft 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 the 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
- Implement 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 the achievement of organizational goals
- Lead the unit 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 the performance of the 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

#### Qualifications, Skills, Experience and Attributes

- Matric plus a National Diploma (NQF6) in Human Resource Management or Human Resource Development or equivalent and relevant is a minimum requirement.
- A payroll certificate is an added advantage.
- Minimum of 3 years experience in payroll and benefits systems administration as well as an understanding of recruitment and selection processes.  
1 - 2 years of experience in a SETA environment is advantageous.
- A driver's licence is required.

#### Knowledge and Skills

Knowledge of applicable legislation and research methodology, Thorough knowledge of relevant legislation and Batho Pele principles, Knowledge of National Qualifications Framework

#### Competencies and attributes

Excellent Report writing skills. Quality Assurance and Statistical Analysis. Research and analysis skills. MS Package including MS Project. Leadership & Management Competencies. Strategy Focus and Transformational Leadership. Relationship building and Partnership. High performance organisation. Conceptual and Analytical Thinking. Planning and organizing. Impact Communication. Financial management. Project management. Quality Concern & Attention to detail. Customer focus and loyalty. CATHSSETA Knowledge & Organisational Commitment. Innovation and initiative. Integrity and ethical behaviour

**Applications are to reach CATHSSETA by 16h00 on Tuesday, 2 November 2021. Any applications received thereafter will be not considered.**

CATHSSETA is an equal opportunity employer committed to principles of Employment Equity. It is the responsibility of the applicants to familiarise themselves with the specific details of the positions they are applying for.

Applications must be accompanied by a signed application form indicating the position you are applying for, and a detailed CV (**word format**). Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [CSrecruit@cathsseta.org.za](mailto:CSrecruit@cathsseta.org.za)

Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply. Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Creditworthiness; Previous employment (reference checks); and Qualification verification. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). CATHSSETA reserves the right to subject shortlisted applicants to a psychometric evaluation in accordance with its policies. All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience. CATHSSETA reserves the right not to make an appointment.

Any queries may be directed telephonically to Ms. N. Xhalabile at the HR department on 011 217 0600. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved



22/10/2021