

Postal Address
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



External Vacancy

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

POSITION: Manager: Administration and Management

REFERENCE NUMBER: CATHS04/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: D2

TCTC: R 804 077,76 per annum (All-inclusive package)

LOCATION: Head Office in Midrand

REPORTS TO: Executive Manager: Learning Programmes

JOB SUMMARY

To effectively manage and administer the coordination of Bursaries, Skills Programmes, Internships, Work Integrated Learning, Adult Education and Training (AET), Recognition of Prior Learning (RPL) as well as Learnerships and Artisan programmes to ensure well facilitated skills development and increasing access to opportunities (learning and placement) within the labour market to redress the Skills Gaps as per the SSP

Key Performance Areas and Responsibilities

- Contribute to the development of the Strategic and Annual Performance Plans (APP) for CATHSSETA.
- Manage and ensure the implementation of Learning Programmes (Learnerships, Skills Programmes, WIL, Bursaries, Artisans, Internships, Adult Education & Training and Recognition of Prior Learning) in

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line with the 2018 Workplace Based Learning Programmes Regulations through: Managing the signing of Discretionary Grant allocations of learning programmes by stakeholders.

- Managing and ensuring that Discretionary Grant contracts are signed and committed for Learning programmes implementation; Managing the registration of learners on the SETA Management System by service providers.
- Managing and ensuring a smooth hand over process of the Discretionary grant contracts and SETMIS reports between Specialists and Regional Offices;
- Ensuring continuous improvement in the Management and Administration of Learning Programmes within CATHSSETA.
- Providing support in the identification of workplaces for practical work experience; Developing reports and improvement plans.
- Ensure the Management of the implementation of partnership projects within the division through:
- Ensuring implementation recommendations from stakeholders;
- Establishing and reporting on stakeholder partnerships through MoUs/ MoAs, particularly with Universities, Universities of Technology, TVET colleges, NGO's/NPOs, Cooperatives, Small, Medium Enterprises, Federations/Trade/Labour Unions, Community Education and Training Providers etc. for the implementation of PIVOTAL and Non-PIVOTAL programmes.
- Ensure delivery of quality data and reports in accordance with Service Level Agreement with DHET and stakeholder expectations. Ensure proper and systematic records management in line with the Workplace Based Learning Programmes Agreement Regulations.
- Maintain and monitor the performance information system and ensure that their quarterly reports are quality assured.
- Ensure the development and review of policies and procedures relating to the Management and Administration of Learning Programmes.
- Oversee the implementation and adherence to the relevant policies and management systems and optimize controls and processes.
- Ensure implementation and maintenance of knowledge of Administration and Management 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 of 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.
- Manage the department's budget and ensure tracking and monitoring thereof.

Advert: Manager: Administration and Management

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- Develop the Administration and Management budget and ensure adherence to budget limits.
- Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals.
- Lead and manage the department 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.

Qualifications, Skills, Experience and Attributes

- Matric plus a Bachelor Degree in Business Administration/Management/ Public Management/Administration rated at NQF level 7 by SAQA, or equivalent relevant qualification (related to the job functions) is a minimum requirement.
- Certificate in Project Management and relevant experience is required
- Minimum of 7 years' experience in a similar environment of which five (5) years must be in management or supervisory position.
- Minimum of 3 years' experience dealing with learning programmes in a SETA environment is required.

Knowledge and Skills

- Extensive knowledge of relevant legislation and prescripts governing the SETAs, including, Validation Framework, and good understanding of Batho Pele principles.
- Extensive knowledge and application of Workplace Based Learning Programmes Regulations.
- Extensive Knowledge of SETA Management system.
- Extensive knowledge of Quality Assurance Standards and Norms.

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.

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- 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, 22 March 2022. 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 (in a word format)**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to LPrecruit@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 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 on 066 495 1014. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

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Approved
11/03/2022
[Signature]

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