

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: Administrator to the Chief Financial Officer

REFERENCE NUMBER: CATHS13/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C3

TCTC: R 368 208.22 per annum (All-inclusive package and not negotiable)

LOCATION: Head Office in Midrand

REPORTS TO: Chief Financial Officer

JOB SUMMARY

To provide an efficient administrative and office management support to the Chief Financial Officer

Key Performance Areas and Responsibilities

- **Document and records management**
 - Applying a system as directed by the records management legislation.
 - The electronic capturing and hard copy filing of contracts, correspondence, reports etc; and
 - Documenting and responding to enquires and requests from internal and external clients in line with delegated authority.
- **Project Administration provided to the CFO**
 - Preparation of documentation and/or correspondence.
 - Document management

Advert: Finance Administrator

Page 1 of 3

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela
Ms Lesiroha Lesutu • Ms Maureen Nzuza

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- Stakeholder liaisons; and
- Logistical requests, etc.
- **Supports the division by ensuring that:**
 - All administrative functions are efficiently and effectively carried out.
 - The obligations of the CFO 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.
- **Financial Administration**
 - Liaise and provide support to colleagues in reaching CATHSSETA's goals

Qualifications, Skills, Experience and Attributes

- Matric and National Diploma in Office Administration
- Certificate in Microsoft Office is required
- Driver's License is required
- 1 – 2 years' Office Administration and/or finance related experience including managing multiple offices and/or project administration
- 1 year experience in a SETA environment is advantageous

Knowledge and Skills

- Knowledge of Public Service Acts (PFMA, Treasury Regulations, grant regulations,)
- Basic knowledge of Policy analysis and interpretation
- Basic knowledge of GRAP

Applications are to reach CATHSSETA by 16h00 on Tuesday, 7 June 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 FINrecruit@cathsseta.org.za

Advert: Finance Administrator

Page 2 of 3

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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.

Approved
[Signature]
27/05/2022