

PostalAddress
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: Analyst: Research and Planning

REFERENCE NUMBER: CATHS13/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C4

TCTC: R 457 041,47 per annum (All-inclusive package and not negotiable)

LOCATION: Head Office in Midrand

REPORTS TO: Specialist: Research, Planning and Performance

JOB SUMMARY

To conduct research that would inform the strategy of the SETA

Key Performance Areas and Responsibilities

- Develop strategic documents (Strategic Plan, Annual Performance Plan and Sector Skills Plan)
- Coordination of stakeholder workshops
- Implement the strategic and annual performance plans relating to the division
- Develop research proposals and Terms of Reference
- Conduct out literature reviews, desktop research and benchmarking
- Develop research instruments
- Conduct primary research
- Oversee projects carried out by research partners and consultants

Advert: Analyst: Research and Planning

Page 1 of 4

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakgomo • 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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- Compile and synthesise information and produce reports
- Coordinate dissemination of research findings to stakeholders
- Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations
- Maintain stakeholder partnerships
- Implement and maintain the Batho Pele principles through a caring, accessible and accountable service
- Coordinate and implement projects within area of responsibility and implement recommendations from stakeholders
- Perform any and all reasonable tasks given by the 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

Qualifications, Skills, Experience and Attributes

- Matric plus a relevant Bachelor's Degree in Social Sciences/ Humanities / Economic (NQF level 7) or equivalent is a minimum requirement
- Driver's license is required
- Computer literacy is required
- At least 4 – 5 years' research experience
- 1 – 2 years in a SETA environment is an added advantage

Knowledge and Skills

- Knowledge of applicable legislation and research methodology
- Knowledge of various data analysis including statistical analysis methods
- Knowledge of statistical packages in social research

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Page 2 of 4

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- Report writing
- Computer Literacy
- Data analysis

Professional Competencies

- Conceptual and Analytical Thinking
- Innovation and initiative
- Project management
- Problem solving skills
- Coordination skills
- Database management skills
- Written and verbal communication skills

Generic Competencies

- Planning and organizing
- Stakeholder engagement
- Financial management

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 RMRecruit@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.

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Approved
[Signature]

27/05/2022

Page 3 of 4

[Signature]

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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.


27/05/2020