

**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: Board Secretary**

**REFERENCE NUMBER: CATHS12/2022**

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

**JOB GRADE: D1**

**TCTC: R 761 332,99 per annum (All-inclusive package and not negotiable)**

**LOCATION: Head Office in Midrand**

**REPORTS TO: Chief Executive Officer**

### JOB SUMMARY

To provide an effective and efficient corporate secretarial and governance services to the Board, its Committees and other Governance Structures within the CATHSSETA

### Key Performance Areas and Responsibilities

- Ensure that Board and Committee meetings quorate all times.
- Develop an annual calendar for the Board and Committees.
- Develop and monitor the attendance matrix for the Board and the Committees.
- Prepare agendas for Board, Committee' meetings and ensure that meeting packs are timely dispatched to the members.
- Timely prepare minutes and Resolution Register for each Board, Committee meetings.
- Prepare meeting reports on behalf of the Chairpersons of the Committees.

Re- advert: Board Secretary

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**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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- Provide draft reports for the Committees and the Task Teams as required.
- Communicate board resolutions to Executive Management and ensure that Board resolutions are implemented.
- Develop and maintain the Board, Committees' and Executive Management resolutions tracker, reviewed by the CEO and share them within three (3) calendar days after the meeting with management and Committees.
- Write submissions on governance and administrative matters.
- Ensure that all the documentation presented by Management for approval are signed by the Chairperson.
- Keep historical records pertaining to the Board's decisions in accordance with the legislative requirements.
- Ensure that all Board and Committee members and management adhere to the highest governance standards as detailed in the second King Report and operate within an authority framework approved by the Board. Ensure statutory and regulatory disclosures are recorded in all meetings.
- Ensure that the Board Charter and Terms of Reference of various Committees are periodically reviewed and approved by the Board.
- Actively monitor the regulatory and operating environment and identifying matters which may require the attention of the Board to take action.
- Contribute to the development of the Annual Report and reporting of the SETA.
- Ensure appointment and replacement of Board Members to the Board and the Committees.
- Ensure that the Governance Compliance report is submitted to the Board on a quarterly basis.
- Liaise with the external stakeholders such as the Office of the Minister of Higher Education, Science and Innovation, Director-General of Department of Higher Education and Training (DHET), Portfolio Committees which the CATHSSETA reports to, Chairpersons of other SETAs and Captains of the industry.
- Maintain ongoing communication with the Board and Committees' Chairpersons and CEO to keep them abreast of ongoing developments within the sector.
- Establish and maintain close and positive relationships with relevant Board and Committee members as well as external stakeholders.
- Coordinate the induction and orientation of members of the Board and other governance structures.
- Coordinate ongoing training and development of the Board members.
- Liaise with the HR and Finance departments to ensure that training that is arranged for the members does take place as planned.

Re- advert: Board Secretary

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A handwritten signature in black ink, appearing to be 'T. M.', is located in the bottom right corner of the page.

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- Give input into the development of the Business Unit budget and manage the allocated funds within the area of responsibility
- Assist in the identification, update and management of the strategic and operational risks of the unit and make inputs to the Operational Risk Register.
- Ensure that logistical and administrative functions such as travel, accommodation and subsistence claims are effectively coordinated.
- Prepare budget and manage expenditure for the Unit.
- Preparation of claims for the members of the board and other governance structures.
- Supervision of staff.
- Prepare the notice for the AGM and ensure that it is placed in the media
- Prepare agenda and documentation for the AGM
- Liaise with the relevant department or unit to ensure that proper arrangement of logistics
- Prepare in collaboration with the Marketing and Stakeholder Management Unit, the list of stakeholders to be invited.

#### **Qualifications, Skills, Experience and Attributes**

- Matric certificate
- LLB Degree or equivalent relevant qualification
- Admission as an Attorney or Advocate is desirable
- Drivers' license is required
- Minimum of five (5) years' experience in rendering secretarial or governance related service to the Board of Directors in a public entity of which 3 years should be as a Board Secretary or Assistant Board Secretary.
- Experience in a SETA environment is advantageous.

#### **Knowledge and Skills**

- Excellent understanding of legislative and regulatory frameworks governing skills development such as Skills Development Act, Public Finance Management Act, Treasury Regulations and Companies Act.
- Corporate Governance frameworks such as King III and IV

#### **Technical Skills**

- Presentation and facilitation skills
- Good writing and general communication skills.
- Public speaking

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- Interpersonal skills
- Conflict handling
- Negotiation
- Report writing
- Coordination
- Problem solving

Applications are to reach CATHSSETA by 16h00 on Friday, 10 June 2022. Any applications received thereafter will be not considered.

Candidates who previously applied for the position do not need to reapply, as their applications will be 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 [Officerecruit@cathsseta.org.za](mailto:Officerecruit@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.

Re- advert: Board Secretary

*Approved*  
*[Signature]*  
27/05/2022  
*[Signature]*

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