

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: Officer: Commitments	
REFERENCE NUMBER: CATHS15/2022	
DURATION:	Fixed Term Contract until 31 March 2030
JOB GRADE:	C2
TCTC:	R 368 208,22 per annum (All-inclusive package and not negotiable)
LOCATION:	Head Office in Midrand
REPORTS TO:	Accountant: Expenditure Management
JOB SUMMARY	
To support management in meeting and exceeding the overall objectives of the commitment management within the CATHSSETA's Finance Department to ensure the commitments register is accurate, complete and up to date	
Key Performance Areas and Responsibilities	
<ul style="list-style-type: none">• Adhere to strategies and annual performance• Align business activities with strategic and operational plans of CATHSSETA• Managing and maintaining the commitments register• Monitor and track contract's expiry dates to notify skills development• Capture and signoff of all invoices and tranche payments – signoff tranche form	

Advert: Officer - Commitments

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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 Nzuzi

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- Reviewing payment schedules of discretionary projects –and recommend invoices for payment
- Efficiently manage commitments and engage with internal stakeholders when required
- Ensure that project and contract details on the register are accurate and complete
- Providing information on the status of payments and specific procedural applications for DG contracts
- Coordinate and report on monthly activities on commitments register
- Perform monthly reconciliation between the commitments register and the bank statement
- Perform Monthly Commitments DHET Report
- Perform quarterly report between commitment register and Trial Balance expenditure
- Capture DG accruals and provisions journals and reconciliation
- Prepare monthly contingency reconciliation
- Follow up on rejected payments
- Follow up on unpaid invoices on a monthly basis
- Committing of new DG Contracts and Amendments contracts on the commitments register
- Monitoring of slow moving contracts
- Prepare monthly attrition and additions report
- Prepare quarterly related parties report
- Comply and enforce compliance with all legislative requirements, PFMA, Treasury Regulations, Grant regulations and adjustment estimates
- Coordinate the audit process and respond to queries on time
- Comply with internal controls and record keeping procedures
- Adhere to financial risk management and controls
- Liaise and provide support to colleagues in reaching CATHSSETA's goals
- Carry out additional duties or responsibilities, which fall reasonably within the domain of the role profile, or in accordance with operational requirements
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Qualifications, Skills, Experience and Attributes

- Matric plus Diploma in Financial Accounting and/or Financial Management or equivalent is a minimum requirement
- A degree in Accounting or Finance will be an added advantage
- 2 – 3years' experience as a Financial Administrator
- 1 year experience in a SETA environment is advantageous

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Knowledge and Skills

- Basic knowledge of relevant Public Service Act (PFMA, BBBEE codes, Treasury Regulations and SDA)
- Policy interpretation and implementation
- Basic knowledge and understanding of internal controls, policies, processes and procedures
- Knowledge of GRAP and Delegation framework
- Knowledge of excel

Technical Skills

- Financial management and reporting

Applications are to reach CATHSSETA by 16h00 on Tuesday, 26 July 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

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
[Signature]
15/07/2022

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