

**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 Job Advert

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: Executive Manager: Corporate Services**

<b>REFERENCE NUMBER:</b>	<b>CATHS17/2022</b>
<b>DURATION:</b>	<b>Fixed Term Contract until 31 March 2030</b>
<b>JOB GRADE:</b>	<b>Patterson D5</b>
<b>TCTC:</b>	<b>R1 494 024. 27 per annum (All-inclusive package and not negotiable))</b>
<b>LOCATION:</b>	<b>Head Office in Midrand</b>
<b>Employment Equity Target:</b>	<b>Female candidates of all races</b>
<b>REPORTS TO:</b>	<b>Chief Executive Officer</b>

### Job Purpose

Manage the provision of effective and efficient corporate support services to the CATHSSETA in order to realise its legislative mandate.

### Key Performance Areas and Responsibilities

- Manage the provision of Human Capital Management and Development services.
- Manage the provision of Communication and Branding services.
- Manage the provision of Facilities Management and Auxiliary Support services.
- Manage the provision of Information and Communication Technology services.
- Manage the provision of Records and Knowledge Management services.
- Preparation of the Corporate Services Strategy and Annual Performance Plans.
- Preparation of monthly, quarterly and annual performance reports for the Corporate Services Department.
- Development of strategic and operational risk register for the Department.
- Manage financial and human resources within the Department.

External Advert – Executive Manager: Corporate Services

Page 1 of 3

**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 Nzuzo

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#### Qualifications and Work Experience

- Matric plus Post Graduate qualification (NQF Level 8) in Social Science/ Business Administration/ Management/ Public Management/ Human Resource Management or Development/ Industrial Psychology or equivalent and relevant qualification.
- Minimum of 10 years of working experience of which five (5) years should have been gained in senior management preferably in the public sector environment but not excluding the private sector, managing the entire or the majority of the functions within the corporate service portfolio, which encompass: Human Capital Management and Development; Communication and Branding Services; Information Communication and Technology; Knowledge and Records Management; and Auxiliary Support Services and Facilities Management.
- An experience in a similar position in a public sector environment will be an added advantage.

#### Knowledge and Skills

- The incumbent should demonstrate above-average knowledge and understanding of the Labour relation Act of 1995 as amended and the ability to work in a unionized environment;
- Knowledge of various legislative prescripts that deal with conditions of service of employees;
- Understanding of the Skills Development legislation and other Post School Education and Training prescripts;
- Additionally, the candidate must understand various prescripts governing the SETA environment and the public sector in general;
- Excellent knowledge and understanding of corporate governance;
- Understanding of the strategic planning, risk management, and performance management processes in the public sector; and
- Have excellent communication, report writing, presentation, facilitation and analytical skills.

**Applications are to reach CATHSSETA by 16h00 on Tuesday, 23 August 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).**

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Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [CSrecruit@cathsseta.org.za](mailto:CSrecruit@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 P Momoza 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  
11/08/2022