

**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: Skills Liaison Officer: Gauteng, North West, Mpumalanga and Limpopo**

**REFERENCE NUMBER: CATHS01/2023**

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

**JOB GRADE: C1**

**TCTC: R 308 344, 28 per annum (All-inclusive package and not negotiable)**

**LOCATION: Gauteng, North West, Mpumalanga and Limpopo Regional Office, Midrand**

**REPORTS TO: Regional Manager: Gauteng, North West, Mpumalanga and Limpopo**

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### **JOB SUMMARY**

To provide administrative support and coordination of Discretionary Grant Funding and Administration, including general secretarial support, and also acts as a liaison between CATHSSETA and beneficiaries.

### **Key Performance Areas and Responsibilities**

- Implement and achieve the strategic and annual performance plans relating to the area of responsibility;
- Deliver quality products and services in accordance with Service Level agreements and stakeholder expectations;
- Adhere to the Sector Skills Development plan and Strategy;
- Conduct roadshows/ engage with stakeholders on the application of discretionary grants;
- Validate applications and check document compliance;
- Conduct site visits where necessary to ensure that valid applicants are awarded grants, conduct the stakeholder induction, monitor and evaluate the allocation processes of Discretionary Grants, and manage and maintain the database;
- Coordinate and provide end-to-end project administration within the area of responsibility;
- Maintain stakeholder partnerships;
- Interface with SMMEs;
- Develop action plans where necessary and provide support in the implementation of action plans; and
- Monitor and report progress.

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

- Matric plus a National Diploma in Business Management/Administration or equivalent is a minimum requirement.

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- 3 – 4 years' experience in Project Administration is a must.
- At least 3 – 4 years' experience in Administration/ Management.
- 3 – 4 years' experience and understanding of the SETA learning programmes environment.

#### **Skills and Attributes**

- Deadline driven;
- Attention to detail;
- Building effective working relationships;
- Conflict handling;
- Stress tolerance;
- Commitment to stakeholder sensitivity;
- Ability to work with difficult individuals;
- Commitment to achieving goals;
- High level of compliance to policies and procedures; and
- Planning and organising.

**Applications are to reach CATHSSETA by 16h00 on Friday, 10 March 2023. 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 [LPrecurit@cathsseta.org.za](mailto:LPrecurit@cathsseta.org.za)

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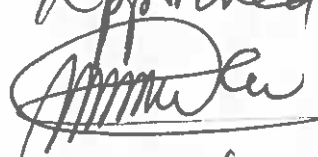


Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply.

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  
  
22/02/2023