

**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:** Manager: Human Capital Management and Development

**REFERENCE NUMBER:** CATHS30/2023

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

**JOB GRADE:** Patterson Grade D3

**LOCATION:** Head Office in Midrand

**REPORTS TO:** Executive Manager: Corporate Services

### JOB SUMMARY

To manage the provision of effective and efficient human capital management and development services as well as the facilities and records management services within the CATHSSETA.

### Key Performance Areas and Responsibilities

- Provide input into the development of the organisation's strategic and annual performance plans for the organisation;
- Ensure adherence to various pieces of legislation and macro policies;
- Ensure alignment of the Unit's activities with strategic and operational plans;
- Develop and ensure effective implementation of the Human Resources Strategy, Policies and Standard Operating Procedures which encompass, human capital management, organisational development and transformation, talent management and human resource development and payroll management;
- Manage talent management and development programmes to ensure that CATHSSETA has professional, competent, and committed human resources to respond to current and future talent needs;
- Manage the preparation of the Guide for the development of training and development programmes;
- Prepare the Workplace Skills Plan and Annual Training Reports on behalf of the CATHSSETA and monitor the implementation thereof;
- Manage the implementation of the Employee Performance Management System and ensure that the policy is updated and revised as and when required;

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Page 1 of 4

**Board chairperson:** Mr David Themba Ndhlovu

**Board members:** Ms Edith Margareth Tukakgomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyenzi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso  
Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- Effectively manage the payroll function to ensure that the right employees are paid the correct salaries at all times;
- Oversee and manage the drafting of relevant human resources and records management policies;
- Lead and manage the provision of organisational design and development solutions to ensure that CATHSSETA has appropriate organisational structures, competencies, business processes and utilises the best-fit change management methodologies and tools;
- Guide the development and implementation of the transformation and change management Strategy that impacts CATHSSETA's high-performance Culture interventions;
- Facilitate the conducting of skills audit and the analysis of the impact on training to determine the value for money that the entity derives;
- Coordinate Employee Health and Wellness Programme;
- Ensure records and data are archived and retrieved accordingly;
- Provide effective and efficient employee relations services to the organisation;
- Manage the provision of facilities and records management services within the CATHSSETA;
- Effective and efficient management of the human, financial and physical resources allocated to the Unit
- Identify risks and implement mitigating actions;
- Respond to audit reports, prepare and implement plans with clear corrective actions; and
- Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders) to help achieve organisational goals.

#### **Educational Qualifications and Work Experience**

- Matric plus a bachelor's degree in human resources management or equivalent and related qualification rated at NQF level 7 by the South African Qualifications Authority.
- Minimum 5 years experience as a generalist within the Human Resource management and development environment of which a minimum of three (3) years was spent in a supervisory position (either junior or middle management) within the same field overseeing some of the functions listed below (Payroll management; recruitment, selection, appointments and terminations; performance management; leave management; employee health and wellness; labour relations and collective bargaining process in public entities; organisational development as well as training and development);
- Working knowledge of SAGE 200 is required.
- Solid experience in people management and development and experience working in a unionised environment with its collective bargaining process is required.

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Page 2 of 4

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- 2 to 3 years of experience working in a SETA environment will be an added advantage.
- Driver's licence is required.

#### **Skills Required**

- People management and development
- Budgeting;
- Interpersonal;
- Communication;
- Report writing;
- Conceptual and analytical thinking;
- Innovation and initiative;
- Conflict handling;
- Negotiation;
- Project management; and
- Planning and organising.

#### **Knowledge Required**

- Legislative environment governing the CATHSSETA;
- Systems and processes that are applicable to the public sector environment;
- Financial management.
- Corporate governance;
- Transformational leadership; and
- Strategy development and implementation.

#### **Personal Attributes**

- Relationship building and partnership;
- Customer focus and loyalty;
- Quality concern and attention to detail;
- Ability to work under pressure and meet deadlines;
- Honesty and integrity;
- Reliable; and
- Respect.

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**Applications are to reach CATHSSETA by 16h00 on Tuesday, 25 July 2023. Any applications received thereafter will be not considered.**

CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. The applicants are responsible for familiarising 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 [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. The applicant must 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 of 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 011 217 0600. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

*Approved*  
*[Signature]* 08/07/2023