

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 (Updated)

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

REFERENCE NUMBER: CATHS06/2023

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: Patterson Grade E2

SALARY PACKAGE R1 820 395,00

LOCATION: Head Office in Midrand

REPORTS TO: Chief Executive Officer

EE.TARGET: FEMALE CANDIDATES WILL BE GIVEN PREFERENCE

JOB SUMMARY

To provide strategic direction and leadership in relation to the provision of efficient corporate services in support of CATHSSETA's goals.

Key Performance Areas and Responsibilities

- Provide overall leadership to the Corporate Services department and manage the performance in line with CATHSSETA goals, objectives, policies and regulations;
- Oversee effective management of the Corporate Services strategies in the following areas:
 - Human Capital Management and Development;
 - Facilities Management;
 - Auxiliary Services;
 - Communication and Branding;
 - Information and Communication Technology; and
 - Knowledge Management.
- Develop and formulate Corporate Services' Annual Performance Plans and Operational

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukakomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlana • 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

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



Plans and monitor the implementation in line with the entity's Strategic Plan;

- Report periodically (monthly, quarterly and annually) on the performance of programmes in terms of budget versus actual targets;
- Manage Corporate Services projects in accordance with policies, procedures and guidelines;
- Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder- expectations;
- Ensure organisational transformation and development;
- Ensure sound contract management within areas of responsibility;
- Implement Human Capital processes and procedures which enhance the efficiency and effectiveness of the service provided to stakeholders;
- Lead wage negotiations on behalf of the employer and represent the employer at the CCMA and other relevant forums;
- Establish and maintain statutory committees and ensure that they are functional;
- Ensure that ICT governance and systems are aligned with the frameworks and standards;
- Continued development and implementation of a long-term ICT strategy that supports CATHSSETA strategic objectives;
- Recommend priorities and general strategies for Facilities Management and provide planning and oversight of improvement projects;
- Lead the planning, development and implementation of the organisation's marketing, communications, and stakeholder relations strategies, both internally and externally;
- Contribute to the development of internal controls, policies, SOPs; and systems;
- Submission of documents (reports/requests etc.) to the Governance Structure (Compliance with legislative prescripts by ensuring submission of reports to the AA Structures and Management Committees) and other external institutions;
- Identify, assess and monitor risks within the department;
- Participate in Fraud risk assessments and monitor action plans;
- Submission of responses to internal and external audit queries;
- Develop budgets and monitor expenditures;
- Oversee that CATHSSETA's assets within the department are properly managed in accordance with stipulated guidelines and procedures;

External Advert – Executive Manager: Corporate Services

Page 2 of 5

Board chairperson: Mr David Themba Ndhlovu
Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi 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

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



Qualifications, Skills, Experience and Attributes

- 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 8 years management experience within the corporate services environment of which 5 years experience must be at a general manager and/or executive manager level 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.
- Candidates must demonstrate extensive experience in labour relations, as far as leading collective bargaining forum processes and wage negotiations at the entity level, representing the employer at the Commission for Conciliation, Mediation and Arbitration (CCMA) and other forums, internal handling disciplinary enquires and grievance processes, sufficient understanding of payroll management using systems such as SAGE or VIP, development of the Workplace Skills Plans and Annual Training Reports, implementation of employee wellness programmes, proven understanding of communication, branding and marketing with a focus on preparing speeches for principals and foreword for strategic documents as well as editing. Sound understanding of Information and Communication Technology Governance and Systems and Knowledge Management.
- Drivers license is required.
- Experience in a SETA environment is advantageous.
- An experience in a similar position in a public sector environment will be an added advantage.

Knowledge Required

- Knowledge of relevant legislation such as HR policies, procedures and statutory requirements (EEA, LRA, BCEA, COIDA, OHSA, SDA, SDLA, SAQA, NQFA etc);
- Understand various prescripts governing the SETA environment and the public sector in general;
- Excellent knowledge and understanding of Corporate Governance;
- Computer literacy in MS Office packages;
- Understanding Strategic Planning, Risk Management and Performance Management processes in the Public Sector;
- Understanding Public Sector budgeting processes; and
- Excellent Communication, report writing, presentation, facilitation and analytical skills.
- SAGE system

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



Skills Required

- Computer literacy in MS Office packages;
- Project management
- Planning and organizing
- Communication
- Financial management
- Report writing
- Conflict handling
- Interpersonal
- Mathematical
- Analytical
- Presentation

Core Competencies

- Strategic thinking;
- Judgement and decision-making;
- Leadership;
- Customer service orientation;
- Quality Assurance; and
- Coaching and Empowerment.

Generic Competencies

- Emotional Intelligence;
- Change Management;
- Integrity; and
- Risk Management.

Personal Attributes

- Building and maintaining relationships;
- Honesty and Integrity
- Diligence
- Respect
- Trustworthy
- Ability to work in a team
- Ability to work under pressure

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



Applications are to reach CATHSSETA by 16h00 on Friday, 18 August 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal-opportunity employer committed to the 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 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 a 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 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 on 08/08/2023