

**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: Practitioner: Human Capital Management and Development**

**REFERENCE NUMBER:** CATHS09/2023

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

**JOB GRADE:** Patterson Grade C4

**SALARY PACKAGE:** R 671 979 (Total cost to Company and Non negotiable)

**LOCATION:** Midrand, Head Office

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

### Job Purpose

To provide HR generalist, operational and administrative support within the Human Resources Management and Development function of CATHSSETA as well as execute HR related strategies, policies, procedures, practices.

### Key Performance Areas and Responsibilities

- Coordinate organisational development solutions to ensure that CATHSSETA has appropriate organisational structures.
- Coordinate the Organisational design and development strategy and roll-out plan.
- Coordinate the Organisational Development activities and functions.
- Ensure Payroll input information is timeously verified for integrity and transactions (Appointments, Terminations, Leave, Benefits, Salary increments etc.)
- Monitor the Payroll cut-off date and ensure salaries are paid by the 25<sup>th</sup> of the month.
- Review the variance report to ensure accuracy.
- Ensure 3rd party payments paid by 7th of next month.
- Conduct monthly payroll reconciliation.
- Coordinate structuring of remuneration packages where applicable.
- Handles all payroll and benefits queries.
- Administer the annual salary review process.
- Administer the recovery of all bursaries and other monies owed upon termination.

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**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 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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- Coordinate all the RFIs from the Internal Auditors and AG and ensure that correct information is submitted to the Manager for sign-off.
  - Coordinate the activities of the Health and Wellness Committee.
  - Coordinate wellness activities in line with the HR Operational Plan.
  - Compile reports on Wellness interventions on a monthly/quarterly basis.
  - Coordinate and Complete standardised forms and documentation in respect of injury on duty, medical boarding and forwarding to specific internal/external departments for processing.
  - Monitor the implementation and compliance with all legislative statutes and guidelines.
  - Implement and monitor corrective action to address audit findings and recommendations.
  - Capture leave applications where applicable.
  - Reconcile leave applications and balances.
  - Clear exception reports and faulty transactions.
  - Submit monthly reports on activities performed.
  - Coordinate induction and orientation in conjunction with line management within the agreed deadlines.
  - Compile recruitment advertisements.
  - Coordinate the shortlisting and interview processes.
  - Interview candidates together with the panel and select the most suitable candidates.
  - Compile recruitment reports for approval with recommendations for appointment of successful candidates.
  - Conduct exit interviews and retrieve company property before employee terminations.
  - Implement HR risk control measures and mitigation plans.
  - Implement performance management and development within the team.
  - Coordinate implementation of performance management system throughout the organisation.
  - Provide feedback on the performance of the team.
  - Contribute to the development of the organisational policies, strategy and plans.
  - Implement and monitor the policies.
  - Research and advise line management on industry best practice policy and procedure standards and measures.
- Implement HR systems and processes.

### Educational Qualifications and Work Experience

- Matric plus National Diploma in Human Resource Management or equivalent and related qualification rated at NQF 6 by the South African Qualifications Authority.
- At least 4-5 years experience as a Human Resources Generalist or similar position, preferably in the public sector environment.
- Two (2) years' experience in managing or coordinating the following functions: Payroll; Workplace Skills Plan and Annual Training Report; Performance Management, Recruitment, Selection, appointment and terminations; induction and exit interviews and leave management and is required.
- Two (2) to 3 years of experience in a SETA environment is advantageous.
- A driver's licence is required.

### Knowledge Required

- Knowledge of pieces of legislation governing the SETA environment;
- Thorough knowledge of relevant legislation governing the public sector;
- Batho Pele principles;
- Recruitment, selection, appointment and termination processes;
- Payment management processes;
- Remuneration systems used in public institutions; and
- Corporate Governance.

### Skills

- Computer Literacy.
- Listening
- Report writing.
- Interpersonal.
- Project management.
- Interpersonal skills.
- Conceptual and Analytical Thinking.
- Innovation.
- Presentation.

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- Presentation.
- Facilitation.
- Mathematical.

**Personal Attributes**

- Quality Concern and attention to detail.
- Relationship building and partnership
- Customer focus and loyalty.
- Commitment and ability to work under pressure.
- Integrity and ethical behaviour.
- Emotional Intelligence.
- Results orientation.

**Applications are to reach CATHSSETA by 16h00 on Friday, 22 September 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. 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 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* 08/09/2023

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