

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 Advert (Re-advertisement)

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:** CATHS11/2023  
**DURATION:** Fixed Term Contract until 31 March 2030  
**JOB GRADE:** Patterson Grade C4  
**SALARY PACKAGE:** R 671 979  
**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 25th monthly.
- 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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- 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**

- A National Diploma in HRM/HRD or equivalent and relevant qualification rated at NQF Level 6 by SAQA is a minimum requirement.
- At least 4-5 years' experience in a Human Resources Generalist or similar position.

Re- Advertisement – Practitioner HCM D

Board Chairperson Mr David Themba Ndhlovu

Board Members Ms Margareth Edith Tukagomo • Mr Moses Motha • Mr Kennilworth Itumeleng Dichabe • Mr Nkanyezi Joseph Ntuli  
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Shanitha Khan • Ms Lesiroha Matshediso Lesutu  
Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Tabane Manene

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- 2 years experience in the fields of Payroll Management, Workplace Skills Plan and Annual Training Report , Performance Management, Training and Development and Recruitment and Selection is required.
- 1 - 2 years' experience in a SETA environment is advantageous.
- A driver's licence is required.

#### **Knowledge Required**

- Knowledge of applicable legislation and research methodology.
- Thorough knowledge of relevant legislation and Batho Pele principles.
- Knowledge of National Qualifications Framework.
- Knowledge of SETA Management system is preferable.
- Report writing.

#### **Technical Skills**

- Computer Literacy.
- Listening and non-verbal communication.
- Project management
- Interpersonal
- Relationship building and Partnership
- Analytical Thinking.
- Innovation
- Emotional Intelligence

#### **Attributes**

- Honesty
- Customer focus
- Organisational Commitment
- Quality Concern
- Results orientated
- Obedience
- Professionalism
- Paying attention to detail
- Loyalty
- Integrity

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**NOTE: APPLICANTS THAT PREVIOUSLY APPLIED MAY RE-APPLY.**

**Applications are to reach CATHSSETA by 16h00 on Tuesday, 21 November 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.**

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*  
*[Signature]*  
*16/11/2023*

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