

Job 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: Administration Officer: Internships and Work Integrated Learning

REFERENCE NUMBER:	CATHS05/2024
DURATION:	Fixed Term Contract until 31 March 2030
JOB GRADE:	Patterson Grade C1
SALARY PACKAGE:	R 462 436 (Total Cost to Company and non-negotiable)
LOCATION:	Midrand, Head Office
REPORTS TO:	Specialist: Internships and Work Integrated Learning

Job Purpose

To provide comprehensive clerical/administrative support services to the Specialist: Internships and Work Integrated Learning and ensuring efficiency of the workflow. To coordinate and maintain that the number of unemployed learners is successfully registered to enter Workplace-Based Learning Programmes (WIL TVET, WIL University Placement & Graduate Internships), as per the CATHSSETA Discretionary Grants Policy.

Key Performance Areas and Responsibilities

- Receive, print out, verify and validate learner documentation;
- Capture quality-checked learner documentation for compliance in line with the DEHT Validation Framework Guideline and further submit to the Specialist: Internships and WIL for approval;
- To scan all verified and validated learner agreements and supporting documents in line with the SETMIS capturing sheet for authorisation by the Specialist;
- To maintain that all anomalies identified in the validation process of submitted evidence are communicated to the stakeholders and the Specialist;
- To liaise with stakeholders efficiently and effectively on the successful/ unsuccessful outcome of learners' registrations on entries and completions;



- To maintain efficient and effective administration of all unemployed internships and integrated learning in line with all the policies, guidelines and Standard Operating Procedures;
- Coordinate effective and efficient administration of learner records for internships and integrated learning;
- Maintain that all files are available against reported performance information;
- Maintain that all signed contracts are sorted per intervention and filed manually and electronically per financial year;
- Correctly label and file performance information according to the Learning Programmes procedure;
- To prepare DHET/ AG/ IA/ QMR samples and submit them to the Specialist;
- To maintain that sampled files are returned to their original filing space upon receipt of such files from auditors;
- To coordinate the preparing, reviewing, proof-reading and editing of related documentation requiring sign-off by the Specialist;
- Timely routing of Administration and Management documents for approval;
- To submit the approved and signed-off information to the Administration and Management Manager;
- To coordinate departmental and external meetings;
- To compile and produce detailed accurate minutes of the meetings;
- To compile travel requests and expense claims from the Specialist;
- To file all approved documents within the area of responsibility (submission, minutes, requisitions etc)
- To provide input and support to the Specialist in effecting process efficiencies and continuous improvement for the office;
- To support the Specialist in the compilation, analysis and synthesising of operational information/data into reports for performance reporting;
- To validate the allocation letters and contracts in line with the DG report before submission to the Specialist;
- Email finance to confirm submitted signed contracts;
- To support the Specialist in developing Standard Operating Procedures (SOPs);



A handwritten signature in black ink, appearing to be "Thw", located at the bottom right of the list of duties.

- To maintain correspondence with stakeholders regarding CATHSSETA policies and procedures;
- Attend and participate in internal and external stakeholder meetings to maintain healthy and professional relations (communities, government, employers, colleges, universities, internal stakeholders etc) to assist in the achievement of organisational goals; and
- Timely and effectively respond to internal and external audit requests for information.

Educational Qualifications and Work Experience

- Matric and National Diploma in Public Administration/ Public Management/ Project Management/ Business Administration or related is a minimum requirement.
- At least 1 – 2 years of project management experience.
- 1 – 2 years' experience in a SETA learning programmes environment is advantageous.

Skills & Knowledge Required

- Batho Pele principles
- Project administration
- Business writing
- Cost control

Technical Skills

- High level of computer proficiency
- Records and archives management

Generic Competencies

- Planning and organising
- Impact communication
- Financial management

Core Competencies

- Quality focus



A handwritten signature in black ink, appearing to be "Thw", is located in the bottom right corner of the page.

- Attention to detail
- Customer focus and loyalty
- Organisational commitment
- Integrity and ethical behaviour
- Planning and organising
- Impact communication

Applications are to reach CATHSSETA by 16h00 on Tuesday, 23 July 2024. 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 LPrecruit@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.



