

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 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: Analyst: Impact Monitoring and Evaluation

REF NUMBER: CATHS06/2024
DURATION: Fixed Term Contract until 31 March 2030
JOB GRADE: Patterson Grade C4
SALARY PACKAGE: R719 637, 43 per annum (Total Cost to Company and non-negotiable)
LOCATION: Midrand, Head Office
REPORTS TO: Manager: Monitoring and Evaluation

Job Purpose

To monitor and evaluate CATHSSETA projects with the aim of informing programme planning and implementation.

Key Performance Areas and Responsibilities

- Develop, conduct workshops and distribute performance tracking tools to monitor and measure performance;
- Verify evidence submitted against reported performance information;
- Review performance achievements on the scorecard and provide recommendations;
- Collate and disseminate approved organisational scorecards to Manager: M& E;
- Compile quarterly submissions for the scorecards;
- Compile quarterly scorecard presentations;
- Analyse quarterly performance information reports to identify gaps that could potentially lead to the on-achievement of the Annual Performance Plan (APP) and Service Level Agreement (SLA) targets and provide support for mitigation;
- Provide evaluation and performance information capacity workshops;
- Verification of learning programme performance information on a quarterly basis;
- Communicating verification results to project owners;

Job Advert – Analyst: Impact Monitoring and Evaluation

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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 Brett Tungay • Ms Lesiroha Matshediso Lesutu • Ms Rachel Phiri • Mr Tabane Manene

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- Monitor implementation of skills development initiatives against the DHET SLA;
- Upload performance information on SETMIS and survey hub;
- Report on the achievement of CATHSSETA learning programme interventions to DPME, DHET and NAMB on a monthly and quarterly basis;
- Provision of performance information supporting evidence to DHET and NAMB as part of the SETA validation process;
- Distribute performance reports and regularly review progress status, and evaluation performance criteria;
- Recommend action to Management to resolve identified issues where applicable;
- Contribute towards the development of the CATHSSETA Research Agenda for commissioned research: conceptualise evaluation studies, develop terms of reference and evaluation project plans for evaluation studies, provide technical support, clean and verify database, coordinate stakeholders' engagements, coordinate the SLA process, manage timelines and deliverable and review research deliverable as set out in the SLA;
- Conduct internal research: develop a research proposal, desktop research and literature review, develop research instruments, conduct data collection, conduct data analysis, write a research report, disseminate research findings, publishing of research results and concept notes and tracking of implementation of research findings;
- Identify operational risks associated with monitoring, evaluation and reporting;
- Respond to requests for information from internal and external audits;
- Implement the monitoring and evaluation risk plan,
- Coordinate the compilation and edition of the Annual Report in line with the National Treasury's relevant framework;
- Develop Annual Report roadmap, submissions, and presentations;
- Coordinate internal consolidation toward the development of the Annual Report;
- Coordinate and work with the communication department to ensure that the Annual report is edited and printed;
- Review consistency of reported quarterly achievement and audited performance;
- Review and implement the Monitoring and units Framework in line with relevant legislation;
- Review APP, SP, SLA and SSP on an annual basis;
- Implement the departmental operational plan;

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- Implement research agenda;
- Implementation of the Performance Information Management Policy and Standard Operating Procedure;
- Implementation of relevant policies and guidelines;
- Maintain record keeping of performance information evidence;
- Maintain record keeping of performance information;
- Maintain record keeping of the organisational scorecard;
- Maintain organisational data and update the master database on a quarterly basis;
- Coordinate invoices and ensure timeous payments; and
- Where applicable adhere to the Supply Chain Management processes (SCM) and procedures.

Educational Qualifications and Work Experience

- Matric plus a National Diploma in Social Sciences or equivalent related field rated at NQF 6 by the South African Qualifications Authority.
- A Bachelor's degree is an added advantage.
- 4 years minimum experience in Research, Monitoring and Evaluation.
- 2 years' SETA experience is advantageous.
- A driver's license is required.

Skills & Knowledge Required

- Communication skills (written and verbal)
- Problem-solving skills
- Interpersonal skills
- Data analysis
- Database management
- Information management and analysis

Technical Skills

- Research skills
- Report writing skills



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- Intermediate to advanced computer skills
- Project management
- Financial management
- Presentation skills
- Database management and administration
- Monitoring and evaluation

Generic Competencies

- Integrity/ ethical behaviour
- Teamwork
- Professionalism/ customer focus
- Planning and organising

Core Competencies

- Judgement and decision making
- Analytical thinking
- Strategic thinking
- Conceptual thinking
- Critical thinking
- Quality concern
- Attention to detail
- Stress tolerance

Applications are to reach CATHSSETA by 16h00 on Tuesday, 06 August 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.**

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