



ADVERT FOR THE CHAIRPERSON OF THE ICT STEERING COMMITTEE

Applications are hereby invited from suitably qualified persons whose appointment will promote representivity

BACKGROUND

Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established under the Skills Development Act (No 97 of 1998)

Chairperson of the Information and Communication Technology Steering Committee

REFERENCE NUMBER: ICTCHAIR/2025/1

DURATION: Three (3) Years

LOCATION: Head Office in Midrand

Remuneration: Per meeting attendance and by rates payable to the Members of the Board, as classified at Category S by the National Treasury.

JOB SUMMARY

The ICT Chairperson shall assist the Accounting Authority in discharging oversight responsibilities and provide strategic leadership of the ICT governance through the alignment of the ICT objectives and goals with the overall outcomes and outputs of the organisation.

Key Performance Areas and Responsibilities

- Promote the effective use of ICT within the CATHSSETA.
- Provide leadership and guidance in the development and implementation of ICT policies to ensure effective deployment and provision of ICT infrastructure and services within CATHSSETA.
- Ensure alignment between the entity's corporate strategy and the ICT strategy.
- Identify risks associated with ICT and provide risk mitigation actions.
- Guide the process of developing entity-wide ICT plans to ensure optimisation of the use of resources cost-effectively.
- Lead the process of reviewing the current and future ICT infrastructure requirements to improve the efficiency of ICT resources.
- Promote effective oversight responsibility of the ICT environment with CATHSSETA by ensuring that people, technology, processes, and information are integrated.
- Provide a mechanism to systematically respond to incidents such as cybercrime.
- Ensure the ethical and responsible use of the ICT equipment and services through established internal policies.
- Guide the process of developing and implementing the disaster recovery plan and ensure continued operations in case of disaster.
- Ensures that the entity develops the ICT governance framework, strategy, and plan.
- Submit quarterly reports to the Audit and Risk Committee on the implementation of the ICT projects and recommend changes and improvements to be put in place.

Qualifications, Skills, Experience and Attributes

- Postgraduate qualification in computer science or equivalent and relevant qualification rated at NQF level 8 by the South African Qualifications Authority.
- Membership of ICT or related professional bodies will be advantageous.
- Demonstrable understanding of ICT governance used in both the public and private sectors.
- Understanding of information and knowledge of management principles and corporate governance principles.

Experience

- The candidate must have a minimum of 15 years' experience, of which 10 years was spent at a senior management level managing the ICT portfolio in medium to large organisations.

- Minimum of three (3) serving in governance structures, particularly ICT Steering Committees;
- Experience in deploying ICT infrastructure and systems;

Knowledge Required

- Knowledge of relevant legislation such as HR policies, procedures and statutory requirements (EE, LRA, BCEA, COIDA, OHSA, SDA, SDLA, etc), business management and planning principles;
- 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.

Skills Required

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

Core Competencies

- Strategic thinking;
- Judgement and decision-making;
- Leadership capability;
- Building and maintaining relationships;
- Quality Assurance; and
- Coaching and Empowerment.

Generic Competencies

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

Personal Attributes

- Honesty
- Integrity
- Diligence
- Respect
- Trustworthy
- Ability to work in a team.
- Ability to work under pressure

Applications are to reach CATHSSETA by 23h59 on Tuesday, 24 June 2025. Any applications received thereafter will not be 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 position they are applying for. The first preference will be given to (African, Coloured, Indian, White) females' representation to meet the organisation's Employment Equity targets.

Applications must be accompanied by a signed application form indicating the position you are applying for, and a detailed CV and at least two (2) reference letters from institutions served in a similar portfolio.

Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to NtombizodwaR@cathsseta.org.za on or before 23h59 on Tuesday, 24 June 2025.

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 Qualifications Authority (SAQA). 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 Rikhotso on 0609985426. Any queries received after the cutoff will not be responded to. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved on 15/06/2025

A handwritten signature in black ink, appearing to be 'M. Rikhotso', written over a horizontal line.