



**Skills Liaison Officer GAUTENG/NORTHWEST X3 REF (CATHS 62-64/2016); KWAZULU-NATAL X3 REF (CATHS 65-67/2016); WESTERN CAPE X3 REF (CATHS 68-70/2016); EASTERN CAPE X3 REF (CATHS 61-72/2016); LIMPOPO/MPUMALANGE X3 REF (CATHS 73-74/2016); FREE STATE/NORTHERN CAPE X3 REF (CATHS 75-76/2016)**

**Job Purpose:** Provide facilitation and administrative support to learning programmes implementation, learner and training provider programmes.

**Job Requirements:** A three-year post matric qualification at NQF level 7 and/or National Diploma or Degree in Education or Social/Management Sciences. At least three years' SETA experience in facilitating and providing administrative capacity for learning programmes delivery and ETQA-related processes.

**Competency Requirements:** The incumbent should demonstrate the following capabilities: commitment to stakeholder sensitivity, goal oriented, compliance driven, effective client relationships, problem solving and troubleshooting; good interpersonal skills, good communication skills, resilience.

**Job Responsibilities:** Implement and maintain the relevant management systems and optimise controls and processes; implement performance plans relating to area of responsibility; deliver quality products and services in accordance with performance agreements and stakeholder expectations; implement strategic and annual performance plans relating to area of responsibility; support stakeholders on implementation of grants; conduct site visits where necessary; monitor and evaluate allocation processes of grants; manage and maintain stakeholder database; process grants applications and communicate decisions to stakeholders; co-ordinate and provide end-to-end project administration within area of responsibility; support stakeholder on learning programmes rollout, including learner support and training provider support with accreditation, programme approval, assessor registration, learner certification and performance information reporting.

**Hostess REF (CATHS87/2016)**

**Job purpose:** Provide professional hospitality and administrative support services to CATHSSETA Accounting Authority, CEO and management.



**Job Requirements:** Grade 12 with at least three years' experience providing similar services, including basic office administration.

**Job competencies:** Planning and organising skills; good communication and interpersonal skills; attention to detail; time conscious; clerical skills.

**Job Responsibilities:** Prepare and set up facilities for Accounting Authority and all management meetings; provide refreshments to visitors; ensure meeting schedules for conferencing facilities are up to date; manage crockery, cutlery and all kitchen appliances; manage stock inventory for refreshments; provide administrative support to meetings of the Accounting Authority and management; oversee cleaning of kitchen appliances and boardrooms.

#### **Messenger/ Driver REF (CATHS88/2016)**

**Job Purpose:** Provide administrative and messenger service support to CATHSSETA management and staff; transport personnel and deliver correspondence to various destinations.

**Job Requirements:** Grade 12 with at least three years' experience providing similar services, including basic office administration.

**Job competencies:** Planning and organising skills; good communication and interpersonal skills; attention to detail; time conscious; clerical skills.

**Job Responsibilities:** Deliver/collect parcels and correspondence for Accounting Authority members as well as CATHSSETA management; perform official banking services, courier services and general delivery and collection of correspondence. Purchase refreshments for organisation; collect and deliver mail; assist in photocopying and general administrative support and services to all CATHSSETA staff.