

## **Chief Financial Officer Ref (CATHS1/2016)**

**Job Purpose:** Manages the overall organisational finances, procurement and contract obligations within CATHSSETA in support of the CEO and the Accounting Authority.

**Job Requirements:** Chartered Accountant with a minimum of eight years working experience in financial management position. Knowledge and working experience of GAAP, PFMA, Treasury Regulations and some exposure to public service environment. Working knowledge of skills development legislation (Skills Development Act, Skills Levies Act and National Qualification Framework Act).

**Competency Requirements:** The incumbent should demonstrate capabilities related to; financial management and planning, problem solving, analytical skills, strategic management, research, negotiation skills, teamwork, good interpersonal skills and good communication skills.

**Job Responsibilities:** Conduct budget planning and forecasting. Manage working capital, assets and liabilities. Manage organisational expenditure and revenue. Prepare financial statement and reporting in compliance with Treasury prescripts. Ensure that internal financial targets are consistent to organisational plans (strategic plans and annual performance plans). Manage the organisational Supply Chain Management. Maintenance of systems of internal controls, compliance as well as ensure a working relationship with external auditors (AGSA). Ensure that CATHSSETA meets all financial reporting requirements as required in terms of financial management legislation (BBEEE, PFMA and Treasury Regulations). Provide management advice to the CEO and other managers within the organisation on budget planning and financial management. Develop, manage and review finance policies and other CATHSSETA policies for compliance with financial imperatives. Oversee contract management functions. Manage the staff for the business unit.

## **Manager: Finance Ref (CATHS15/2016)**

**Job purpose:** responsible for sound financial management, controls, audits, budgetary management financial planning and advice to the Chief Financial Officer.

**Job Requirements:** A Bachelor Degree in Commerce: Finance and or equivalent qualification and a minimum of five years' with experience functioning at middle management level within the finance environment. Knowledge and appreciation of the PFMA including exposure to the Skills Development Act and Skills Levies Act. Honours will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate the following competencies; budgeting and financial management, strategic management, people management and interpersonal relations and stakeholder management.

**Job Responsibilities:** Sound financial management, controls, financial information credibility and integrity. Manage, plan and monitor annual CATHSSETA budget and budget adjustment processes. Implementation and management of accounting and information systems. Manage the preparation of monthly accounting processes. Oversee the preparation of monthly and quarterly financial management reports. Manage the preparation of annual financial statements, financial management reports, budget performance reports, and any other information as may be prescribed from time to time. Co-ordinating and managing internal and external audits. Management and planning human capital and other resources within the business unit.

**Officer: Budget & Financial Accounting Ref (CATHS46/2016)**

**Job Purpose:** supports and complements the Finance Manager: by providing financial information, researching and analysing accounting data and preparing reports. Preparation and management of CATHSSETA's annual budget and the Medium-Term Expenditure Framework.

**Job Requirements:** A National Diploma in Commerce and/or Financial Management, majoring in Accounting or equivalent is a minimum requirement. At least three years' budget and forecasting experience. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, planning and organising, performance management, deadline driven, attention to detail, client relationship management and conflict management.

**Job Responsibilities:** Implement and achieve the strategic and annual performance plans for the area of responsibility. Align business activities with strategic and operational plans. Assist the designated manager to deliver on the Finance strategy thereby: analyzing and guiding the collection and interpretation of information with respect to projections/estimates of income and expenditure: reviewing the organizational capital and operating budgets draft. Commenting on specific provisions based on trends and critical deliverables encapsulated in the organizational Strategic Plan. Developing sequence to compile and balance the capital and operating budgets. Undertake specific processes

and procedures to correct errors and capture the approved budget into the financial system, preparing the adjustment budget in view of material under-collection, availability of additional revenue, unforeseeable and over/under expenditure, unspent project funds, transfers, formulating budgeting guidelines, based on the Strategic Plan of CATHSSETA. Facilitate consensus among Senior Management and make available to managers of all cost centres. Managing CATHSSETA investments and investment policy reviews, managing cashflow, supporting specific adjustments with explanations detailing the impact on the immediate, short to long-term financial year budgets. Compiling monthly and quarterly reports to National Treasury, DHET and relevant stakeholders. Support of the asset register and the disposal process. Manage implementation of projects within the area of responsibility. Implement recommendations from stakeholders. Perform any and all reasonable tasks assigned by Senior Management

**Officer: Financial Statements and Reporting Ref (CATHS45/2016)**

**Job Purpose:** support and complement the Finance Manager: by meeting and exceeding the overall objectives of the department regarding financial statements, reporting management within CATHSSETA's Finance Department.

**Job Requirements:** A National Diploma or a Degree in Commerce - Accounting and/or Financial Management or equivalent is a minimum requirement. At least three years' experience in a services oriented accounting/finance environment – including debtor's administration and reporting. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, interpretation and review. Planning and organising. Performance management, deadline driven, Attention to detail. Relationships in the work place. Conflict management and resilience. Ability to follow rules and regulations diligently.

**Job Responsibilities:** Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Align business activities with strategic and operational plans. Assist to deliver on the Finance Strategy thereby: preparing the Annual Financial Statements as per the AFS guidelines, assisting in clearing audit queries and implement the internal and external audit recommendations, monitoring and review monthly General Ledger reports as provided by Finance Division, implementing an effective, efficient and economical accounts payable (Advances, Claims and Forex

Payments) process by reduction of the payment turnaround time(s), developing monthly Trial Balance, Programme expenditure to avoid over/under expenditure and apply for Virement where necessary, reporting in writing any unauthorised, irregular or fruitless and wasteful expenditure, maintaining accounting records in accordance with the Modified Cash Basis of Accounting. Coordinating internal and external queries. Managing of Petty Cash float efficiently. Assisting with compiling of monthly and quarterly reports and reporting monthly and quarterly to National Treasury. Assisting with compiling of annual financial and statistical financial reports according to established accounting techniques and procedures, regulatory requirements and CATHSSETA policies. Manage implementation of projects within the area of responsibility. Implement recommendations from stakeholders. Perform any and all reasonable tasks assigned by Senior Management.

**Manager: Supply Chain Management Ref (CATHS13/2016)**

**Job Purpose:** manages CATHSSETA's overall SCM operations, including demand, acquisition, disposal, asset registration, performance and risk management.

**Job Requirements:** A relevant supply chain management/ a finance qualification with exposure and experience in supply chain management. At least five years' relevant management experience. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; leading people, planning and managing change, building effective working relationships, building effective client relationships, problem solving and trouble shooting, adaptability and flexibility, customer centric, stress tolerance and ability to influence team.

**Job Responsibilities:** Develop and review the Supply Chain Management (SCM) systems and policies; and optimize controls and processes. Develop and manage the SCM operational plan and ensure implementation thereof. Improve productivity within the area of responsibility and align business activities with strategic and operational plans. Assist the CFO to deliver on the Supply Chain Management Strategy thereby: establishing and overseeing the functioning of SCM committees (bid specifications, bid evaluation and bid adjudication committees). Managing the demand and acquisition management processes, managing vendor contracts,

managing CATHSSETA's asset register. Identifying preference points system and appropriate goals per commodity in terms of the legislation. Overseeing the development and utilisation of a supplier database, overseeing the bid/quotation process, overseeing the management of logistics operations. Developing and overseeing the implementation of the disposal plan. Report on SCM information as required for internal and external stakeholders. Developing and overseeing the implementation of Supplier and Enterprise Development initiatives and ensure monitoring and evaluation thereof, utilising LOGIS or SCM management system for provisioning, procurement, stock control and reporting.

**Coordinator: Supply Chain Management Ref (CATHS14/2016)**

**Job Purpose:** support and complement the Supply Chain Manager by: providing demand and acquisition management services for CATHSSETA.

**Job Requirements:** A National Diploma or a Degree in Supply Chain Management/ Auditing/ Financial Management or equivalent is a minimum requirement. A CIPS qualification will be an added advantage. At least three years' Acquisition and Demand Management experience.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, planning and organising, performance management, deadline driven, supplier or customer relationship management, inventory management, attention to detail, conflict management.

**Job Responsibilities:** Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Align business activities with strategic and operational plans. Assist the designated manager to deliver on the Supply Chain Management Strategy thereby: conducting needs assessment, categorizing commodities and confirming availability of funds, managing office logistics requirements, compiling and maintaining supplier database, capturing and verifying source documents and place orders with suppliers and ensure that goods received are recorded and stored. Providing administrative support in the bid/quotation process, distributing goods in terms of specific handling requirements. Managing the asset register by allocating item identification numbers for commodities, implement inventory techniques, determine stock levels and maintain stock records, conducting stock take. Report on SCM information as required for internal and external stakeholders. Coordinate and implement projects within the area of responsibility. Implement and maintain the Batho Pele principles through a caring,

accessible and accountable service. Implement recommendations from stakeholders. Perform any and all reasonable tasks assigned by Senior Management.

**Officer: Acquisition Management Ref (CATHS38/2016)**

**Job Purpose:** support and complement Supply Chain Management by providing acquisition management services for CATHSSETA.

**Job Requirements:** National Diploma in Supply Chain Management or equivalent is a minimum requirement; A CIPS qualification will be an added advantage. At least three years' Acquisition Management experience. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, interpretation and review, Planning and organising, Performance management, deadline driven, Inventory management, attention to detail, interpersonal relationships; Conflict management and resilience., Ability to follow rules and regulations diligently.

**Job Responsibilities:** Implementation and achievement of the strategic and annual performance plans relating to the area of responsibility. Aligning business unit activities with strategic and operational plans. Delivering on the Supply Chain Management Strategy. Coordinating and implementing projects within the area of responsibility. Implementing and maintaining the Batho Pele principles through a caring, accessible and accountable service. Performing any and all reasonable tasks assigned by Management. Ensure acquisition of goods and services.

**Officer: Demand Management Ref (CATHS43/2016)**

**Job Purpose:** support and complement Supply Chain Management by providing demand management services for CATHSSETA.

**Job Requirements:** A National Diploma or Degree in Supply Chain Management/ Finance or equivalent is a minimum requirement. At least three years' Demand Management experience. A CIPS qualification and an experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; policy development, interpretation and review; planning and organising; performance management; deadline driven; Inventory management; customer relationship management and conflict management.

**Job Responsibilities:** Implementation and achievement of the strategic and annual performance plans relating to the area of responsibility. Aligning business unit activities with strategic and operational plans. Delivering on the Supply Chain Management Strategy. Coordinating and implementing projects within the demand. Implementing and maintaining the Batho Pele principles through a caring, accessible and accountable service. Implementing recommendations from stakeholders. Performing any and all reasonable tasks assigned by Management. Ensure goods and services are managed efficiently and in a manner with CATHSSETA requirements.

**Officer: Commitments Administration Ref (CATHS39/2016)**

**Job Purpose:** To support management in meeting and exceeding the overall objectives of the commitments management within CATHSSETA's Finance Department.

**Job Requirements:** A National Diploma in Commerce and/or Accounting or Economics or equivalent is a minimum requirement. At least three years' relevant experience. Experience in a SETA environment will be advantageous.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, interpretation and review, Planning and organising, Performance management, Deadline driven, Inventory management, Attention to detail, Relationships in the work place, Conflict management, Stress tolerance, Able to follow rules and regulation diligently.

**Job Responsibilities:** Assist with the following: Implementation and achievement of the strategic and annual performance plans for the area of responsibility. Aligning business activities with strategic and operational plans. Delivering the Finance Management Strategy, thereby reviewing payment schedules of projects, learnerships and grants, verifying availability of funds on JDE and commitment register database and maintaining the commitment register database, efficiently manage commitments, reconciling, and engage with internal stakeholders when required. Calculating using specific formulae and procedures to determine statutory payments due and verifying records against

transactional information, providing information on the status of payments and specific procedural applications. Coordinating and implementing projects within the area of responsibility. Implementing and maintaining the Batho-Pele principles through a caring, accessible and accountable service. Implementing recommendations from stakeholders. Performing any and all reasonable tasks assigned by Management

**Officer: Creditors Ref (CATHS40/2016)**

**Job Purpose:** To support management in meeting and exceeding the overall objectives of the creditor's management within CATHSSETA's Finance Department.

**Job Requirements:** A National Diploma in Commerce and/or Accounting or Economics or equivalent is a minimum requirement. At least three years' relevant experience. Experience in a SETA environment will be advantageous.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, Planning and organising, Performance management, deadline driven, Inventory management, Attention to detail, customer relationship management and conflict management.

**Job Responsibilities:** Assist with the following: Implementation and achievement of the strategic and annual performance plans for the area of responsibility. Aligning business unit activities with strategic and operational plans. Delivering the Finance Management Strategy, thereby maintaining the creditors database, managing and maintaining the creditors statement, reconciling each payment, either to statement and/or contract and to JDE system, receipt and distribution of all invoices, including payment thereof, record keeping of all payments and linking to each creditor, archiving electronic payment sequences authorising the bank to transfer payments to specific creditors accounts upon approval of expenditure schedules. Coordinating and implementing projects within the area of responsibility. Implementing and maintaining the Batho-Pele principles through a caring, accessible and accountable service. Performing any and all reasonable tasks assigned by Management.

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### **Senior Manager: Executive Support Ref (CATHS3/2016)**

**Job purpose:** Provide executive support to the CEO as well as oversee and support the management of audit and risk; stakeholder relations and communication as well as management of special projects within CATHSSETA.

**Job requirements:** Post Graduate qualification in Management/ Education/ Project Management with a minimum of eight years' experience in management within education and skills development environment. The incumbent must have been in a senior management role.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; strategic management, people management and interpersonal relations, stakeholder management, budgeting and financial management, leadership skills, innovation, excellence and transformation capabilities.

**Job Responsibilities:** Support the CEO in executing all administrative functions. Support the CEO in planning the operations of CATHSSETA. Prepare and process documentation and correspondence in and out of the office of the CEO to all stakeholders. Oversee and support the management of internal audit and risk management functions. Oversee and support the management of stakeholder relations, communications and special projects within the office of the CEO. Budget and resource planning for the office of the CEO. Ensure compliance to the reporting requirements in respect of Accounting Authority and Service Level Agreement requirements. In liaison and agreement with the CEO, provide activity scheduling, stakeholder relations and operational management. Ensure sound policy development and management. Manage the operations of the business unit and efficient running of the CEO's office. Perform any duties and all reasonable tasks assigned by the CEO.

### **Executive Secretary: CEO Ref (CATHS48/2016)**

**Job Purpose:** provide a comprehensive secretarial and administrative services to the CEO to enhance high level performance and efficient office workflow.

**Job Requirements:** Diploma in office administration and vast experience in office administration and management. Minimum of eight years with prior exposure to high level networking, office etiquette, managing senior manager's office will be an added advantage.

**Competence Requirements:** The incumbent should demonstrate capabilities related to the following competencies: good interpersonal relations, stakeholder relations, communication, business planning and management, financial management and budget planning.

**Job Responsibilities:** Ensure the management and co-ordination within the CEO's office. Develop and maintain a filing system. Shredding of confidential information. Maintain a Professional image and climate. Keep information in own area of work confidential. Managing office correspondences. Deliver important documents to other CATHSSETA offices. Arrange for training of nominated staff members in the Office. Support the CEO with all office administration tasks. Screening of all visits to the CEO's office. Assist with CEO's special projects. Assist with research requirements for the CEO. Make all travel arrangements for the CEO. Ensure the existence of a proper documentation control system in the Office. Handle, scrutinise, re-route and answer all incoming correspondence (mail and e-mail) by pro-active actions and decision-making regarding. Type memos, letters and reports for Executive Management members. Follow-up on all correspondences to and from CEO's office. Dispatch of internal correspondence within the CEO's office

**Manager: Internal Audit and Risk Management Ref (CATHS4/2016)**

**Job Purpose:** plan, execute and report on operational, financial, regulatory and compliance related audits/reviews of CATHSSETA and provide advice on internal controls to management, including responding to questions on risk management techniques.

**Job Requirements:** A Degree in Internal Audit or Risk Management or equivalent is a minimum requirement. At least five years' internal audit experience. Experience in a SETA environment and qualification in Certified Internal Audit or COSO Framework will be an advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Policy development, interpretation and review, Planning and organising, Performance management, deadline driven, Attention to detail, Relationships in the work place, Conflict management, Stress tolerance, Able to follow rules and regulation diligently.

**Job Responsibilities:**

Plan financial and regulatory compliance for operational audits. Lead and manage the audit process together with the CFO and relevant executives. Coordinate work related to Risk, Legal and Compliance and other control-related activities. Conduct risk assessments and identify controls in place to mitigate identified risks. Perform audit procedure to verify that controls are operating through testing and interviewing techniques. Analyse and conclude on effectiveness and efficiency of control environment. Identify control gaps and opportunities for improvement. Act as primary client liaison within Internal Audit for one or more Departmental Heads. Provide

advice on internal control and participate in enhancing internal audit standards and practices within CATHSSETA. Research new technical subjects when required to support audits. Ensure Batho Pele principles through a caring, accessible and accountable service. Implement recommendations from the stakeholders (i.e. Board, CEO, etc.). Perform any and all reasonable tasks assigned by the Board and the CEO.

**Manager: Special Projects Ref (CATHS23/2016)**

**Job Purpose:** provides leadership and direction in the development and implementation of best practice strategic solution to mainstreaming projects for marginalized groups, high level government interventions and as well as critical multifunctional projects.

**Job Requirements:** A National Diploma or Degree or equivalent with five years' experience in leadership and project management is required. A relevant post-graduate qualification will be an advantage.

**Competency Requirements:** The incumbent should demonstrate competencies related to; project management, planning, financial management, communications, stakeholder relations, service delivery innovation, deadline driven and interpersonal relations. .

**Job Responsibilities:** Develop relevant management systems and optimize controls and processes. Ensure successful implementation and monitoring of special projects. Support improvement of project performance support. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Identify and support integration of CATHSSETA projects to high level government service delivery initiatives. Prioritise delivery of high impact projects to advance policy predication and service delivery. Build project management system and processes to support speedy delivery of special projects. Maintain effective networks, enhance relationships and advocacy on behalf of CATHSSETA with key stakeholders, regulators, etc to project a positive image both internally and externally. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the CATHSSETA project scope. Ensure and enforce compliance with all statutory provisions/mandate relevant to CATHSSETA. Develop and implement administration policies and procedures to improve efficiency.

### **Manager: Stakeholder and Communications Ref (CATHS22/2016)**

**Job Purpose:** The effective implementation of stakeholder relations, communications (internal and external) as well as a corporate branding strategies and plans within CATHSSETA.

**Job Requirements:** A National Diploma or a Degree in Marketing, Communication or Public Relations or equivalent qualification, with at least five years' experience in a management role performing a similar role. Knowledge of all legislation related to communication, publication and marketing protocols. Post-graduate qualification in related fields will be an added advantage.

**Minimum competency requirements:** The incumbent should demonstrate capabilities related to the following competencies: stakeholder relations, communication, business planning and management, financial management and budget planning.

**Job Responsibilities:** Lead the implementation of CATHSSETA external communication strategies, processes and systems. Coordinate the internal communication processes for CATHSSETA. Develop and implement the communication and marketing plans and strategies. Provide communication capacity to support learner development, career guidance and career counselling. Ensure compliance to all relevant policies and procedures. Manage CATHSSETA telecommunication environment, infrastructure and personnel. Support management and coordination of all CATHSSETA events and stakeholder relations. Manage all activities related to organisational branding and image management. Control and monitor content of CATHSSETA intranet, internal communication infrastructure as well as website. Oversee publication of CATHSSETA promotional material and strategic documentation. Business unit budgeting, planning and financial management.

### **Communications Officer Ref (CATHS47/2016)**

**Job Purpose:** facilitates CATHSSETA's stakeholder relations internally and externally and to strengthen the CATHSSETA brand.

**Job Requirements:** A National Diploma or Degree in Social/Management Sciences. At least three years' experience in communication and stakeholder management. Experience of working in a similar position within the SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven.

**Job Responsibilities:** Information dissemination and communication to ensure that communications and marketing related information flows between CATHSSETA and its relevant stakeholder structures. Assist the Communications Manager in Collation, acquisition and presentation of communication and marketing related material for purposes of external communication. Liaison with suppliers and service providers for successful delivery of all marketing material.

### **Company Secretary Ref (CATHS2/2016)**

**Job Purpose:** Provide and promote the highest standard of administrative processes and compliance to corporate governance so that CATHSSETA operates efficiently and in accordance with all statutory and legal provisions.

**Job requirements:** A minimum of a degree in law, public administration or CIS qualification. At least five years' experience as a deputy company/ board secretary within government related institution. Exposure to SETA operational requirements will be an added advantage.

**Minimum competency requirements:** The incumbent should demonstrate capabilities related to the following competencies: good interpersonal relations, stakeholder relations, communication, business planning and management, financial management and budget planning.

**Job Responsibilities:** Ensure Accounting Authority (AA) secretariat documentation is in place and recorded and filed properly. Oversee distribution of copies of the annual financial statements to relevant parties in terms of the AA charter. Compile, transcribe and distribute minutes of AA meetings. Support the CEO in ensuring correct procedure for appointment of AA. Implement AA members' induction and ongoing training and development to empower them to fulfil their fiduciary duties. Support the CEO in providing a central source of guidance on corporate governance to the Board and throughout Cathsseta. Support the AA chairperson and the CEO in preparing AA agendas and packs for meetings. Ensure administrative arrangements for all AA Sub committees meetings and compile records thereof. Follow up on implementation of AA and Sub Committees resolutions. Update AA and Sub Committees charters. Assist the AA Chairperson to formulate annual work plans. File and retrieve

corporate documents, records and reports. Manage AA information requests. Produce regulatory compliance reports

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**Secretary x3: Senior Managers: Corporate Services/ Skills Development and Executive Support Ref (CATHS51/2016)**

**Job Purpose:** Provide a comprehensive secretarial service to the Senior Manager: Corporate Services/ Skills Development or Executive Support as well as administrative support. Ensure efficiency of office workflow.

**Job Requirements:** Matric and a Secretarial Diploma is a minimum requirement. Three years' secretarial experience. One (year in a Senior Management office. High level computer proficiency, time management and deadlines driven. Strong interpersonal skills, excellent communication and reporting capability. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; application of Batho Pele principles, project administration, interpersonal skills, customer relationship management, business and report writing, cost control as well as records and archives management.

**Job Responsibilities:** Provide secretarial services and comprehensive admin support to the office of the Senior Manager: Corporate Services. Review, proofread and edit documents prepared for the Senior Manager: Corporate Services/ Skills Development or Executive Support signature. Support the Senior Manager in achieving the Office's operational plans. Co-ordinate events/workshops and external with stakeholders. Coordinate and provide end to end project administration within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Implement and maintain initiatives that ensure financial viability. Implement applicable policies and procedures. Support the Senior Manager: Corporate Services with coordination of the audit process.

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**Manager: Human Capital Ref (CATHS5/2016)**

**Job Purpose:** Manage the overall human resource management and administration, human resource development, employee wellness and ensure compliance with statutes.

**Job Requirements:** A Degree in Human Resource Management (HRM) with at least five years' experience functioning at middle management level. Knowledge of all legislation impacting on the HRM and Labour Relations fields.

**Competency Requirements:** The incumbent should demonstrate capabilities related to the following competencies; strategic management, people management and interpersonal relations, stakeholder management, budgeting and financial management.

**Job Responsibilities:** The incumbent will be expected to serve as part of the CATHSSETA management team and as a Human Capital manager will perform the following functions: translate HR information into performance information. Develop and review organisational policies in the fields of HR management, Human capital development, employee wellness, employment equity as well as health and safety. Perform and oversee the functioning of Human capital administration. Organisational development and talent search, retention and management. Ensure CATHSSETA compliance to HR-related statutes and reporting requirements. Workforce planning and maintenance. Develop and oversee implementation of HR strategies and performance reporting.

**Officer: Remuneration and Benefits Ref (CATHS36/2016)**

**Job Purpose:** Support and complement the Manager: Human Capital in maintaining optimum Human Capital Management within CATHSSETA. Develop and implement the remuneration, benefits and staff establishment within CATHSSETA. Develop and oversee implementation of remuneration and benefits policies and procedures for CATHSSETA.

**Job Requirements:** A National Diploma or Degree in HRM/HRD or equivalent, with at least three years' experience in a generalist position.

**Competency Requirements:** Skills development and HR legislation (SDA, SDLA, EEA, BCEA, LRA, PFMA, White Paper on Transformation, etc.), HR Payroll Systems. The incumbent should further demonstrate capabilities related to; Batho Pele principles, report writing and attention to detail.

**Job Responsibilities:** Implement, manage and maintain the human resource remuneration and benefits systems. Align business activities with strategic and operational plans within the remuneration and benefits area. Implement HR unit's operational plans strategies related to remuneration and benefits. Conduct research on latest remuneration and benefits trends, implementation and best-practice processes. Give input into the development of the HR component budget, including the regular monitoring, reporting and adjusting of the budget. Facilitate compliance with remuneration and benefits policies and procedures. Assist the designated manager to deliver on the human capital strategy.

### **Generalist: Human Resources Ref (CATHS35/2016)**

**Job Purpose:** Support and complement the Manager: Human Capital in maintaining human resource management within CATHSSETA. Support the development and implementation of the HR strategy, policies and procedures for CATHSSETA and to position Human Resources as a strategic business partner.

**Job Requirements:** A National Diploma or Degree in HRM or equivalent, with at least three years' experience in the Human Resources environment.

**Competency Requirements:** The incumbent should demonstrate working knowledge of Skills development and HR legislation (SDA, SDLA, EEA, BCEA, LRA, PFMA, White Paper on Transformation, etc.), HR Systems. The incumbent should also demonstrate capabilities related to; Batho Pele principles, stakeholder relations, report writing and attention to detail.

**Job Responsibilities:** Implement and maintain HR processes. Implement strategic and annual performance plans successfully within the Human Resource environment. Assist the designated manager to develop and deliver on the human capital strategy. Develop and implement CATHSSETA's WSP, Employment Equity requirements as well as occupational health and safety standards. Evaluate the effectiveness of the training and development programmes and make necessary amendments or modifications if required. Conduct workforce planning and maintain resource provisioning requirements. Initiate and manage implementation of the HR policies and procedures. Implement HR risk controls. Ensure compliance to all Skills Development legislation.

**Officer: Administration and Records Ref (CATHS37/2016)**

**Job Purpose:** Support and complement the Manager: Human Capital in maintaining optimum administration of records/ files within CATHSSETA. Provide administration of records in compliance with national archive legislation and best practices.

**Job Requirements:** A National Diploma in Public Administration with at least three years' administration and records management experience.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; teamwork, Batho Pele principles, report writing, attention to detail, efficient administrative capabilities, interpersonal relations and records as well as archives management. Relevant legislation (Public Service Acts and regulations, National Archives Act, PFMA).

**Job Responsibilities:** Develop, implement and maintain the relevant records management systems and policies. Implement business unit operational plans strategies and activities within the area of record administration and control. Ensure compliance to prescribed controls and systems for record management administration. Prepare and dispatch files in terms of revised regulations. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Assist the designated manager to deliver on the human capital strategy within the record management area of work.

**Officer: Facilities Management Ref (CATHS42/2016)**

**Job Purpose:** Provide assistance in ensuring the day-to-day management and operation of office building and Cathsseta infrastructure through administrative support and maintenance tasks.

**Job Requirements:** A National Diploma in Facilities Management or Public Administration (facilities management experience) or equivalent, with at least three years' experience in facilities management. Experience in a SETA environment will be an advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to Facilities management, project management, planning and organising, stakeholder relations, teamwork, interpersonal relations skills.

**Job Responsibilities:** Implement and maintain the facilities management systems and optimise controls and processes. Implement business union operation plans successfully for the facilities management area of responsibility. Maintain control of CATHSSETA facilities and their efficient usage. Keep records of allocated facilities and their usage. Ensure compliance to the lease agreement with the landlord. Implement and co-ordinate projects within the area of responsibility. Consider and implement recommendations from internal stakeholders in relation to facilities management.

**Officer: Knowledge Management Ref (CATHS41/2016)**

**Job Purpose:** Provide expert advice on the development and implementation of the knowledge management processes and system within CATHSSETA and ensure information integrity

**Job Requirements:** Relevant National Diploma or equivalent with at least three years' experience in a knowledge management role. Experience in a SETA or education and training environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Batho Pele principles, report writing and change management. Relevant Public Service Acts, regulations (National Archives Act, PFMA, etc.).

**Job Responsibilities:** Develop organisational policies related to and approaches on matters related to the knowledge management system. Develop control measures for streamlining of work processes to support the use of best practices in knowledge management. Identify and recommend ways to create, share and utilise knowledge within CATHSSETA to contribute to a culture of knowledge sharing across-departmental teams to institutionalise knowledge practices. Review and evaluate policies, procedures and related roles and make recommendations with the objective to support the sustainability and continuity of the knowledge management system. Propose and coordinate communication and training programmes designed to enhance awareness of the knowledge management systems for all the staff of CATHSSETA. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Assist the designated manager to deliver on the human capital strategy.

### **Manager: ICT Services Ref (CATHS11/2016)**

**Job Purpose:** Improve and develop IT strategies, programmes and governance processes to ensure optimised CATHSSETA business operations as well as support oversight on the work of all IT external providers.

**Job Requirements:** Degree in Computer science or equivalent qualification as well as five years working experience providing variety of ICT support services. Knowledge of the ICT governance frameworks, policy development, network development and support.

**Minimum competency requirements:** The incumbent should demonstrate the following competencies: good interpersonal relations, stakeholder relations, communication, business planning and management, financial management and budget planning.

**Job Responsibilities:** Support coordination and provision of integrated ICT services. Coordinate and support development of IT governance framework and strategy for CATHSSETA. Develop IT policies and procedures. Support development of CATHSSETA Master System Plans. Introduce incidence management planning and ICT systems supporting the business processes within CATHSSETA. Oversee provision of help desk and user support services. Coordinate ICT budget and financial resource management. Contribute towards maintenance of an effective and efficient internal control systems. Satisfy all ICT related audit requirements.

### **Manager Legal and Labour Relations Ref (CATHS6/2016)**

**Job Purpose:** manage and oversee the legal and labour relations functions as well as ensure organisational compliance to legislation.

**Job requirements:** A minimum of a law degree and a qualification and or experience in industrial relations. At least five years' experience in middle management in a legal environment. Exposure to SETA operational requirements will be an added advantage.

**Minimum competency requirements:** The incumbent should demonstrate the following competencies: good interpersonal relations, stakeholder relations, communication, business planning and management, financial management and budget planning.

**Job Responsibilities:** develop and maintain quality legal service as well as labour relations operational systems. Support the development of CATHSSETA Strategic and Annual

Performance Plans. Develop and manage the business unit's operational plans. Provide legal support to all operations of CATHSSETA. Support management on implementation of disciplinary cases. Handle all CCMA related matters. Handle the labour relations matters with CATHSSETA. Support initiation and management of contracts for operational projects. Draft and review agreements and legal documents. Ensure that all agreements and contracts are kept safely within the organisation. Put controls in place for management of business unit budget planning and financial controls.

### **Receptionist /Switchboard Operator Ref (CATHS61/2016)**

**Job Purpose:** manage the telephone/switchboard operations for CATHSSETA.

**Job Requirements:** A Grade 12, call centre certificate and/or reception certificate preferable. Two years' telephone management system experience.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; application of Batho Pele principles, telephone management systems as well as records and archives management.

**Job Responsibilities:** Handle outgoing, interoffice and incoming calls. Operate the telephone management system. Create, change and delete telephone pin codes. Relay and route written and verbal messages. Manage boardroom bookings and allocation of boardrooms. Ensure that boardrooms are clean at all times. Consolidate all telephone lines costs and submit report to finance for telephone account payment. Assist callers with queries. Perform general administration tasks. Perform any and all reasonable tasks given by Senior Manager: Corporate Services.

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### **Senior Manager: Skills Development Ref (CATHS12/2016)**

**Job Purpose:** oversee and ensure skills development initiatives are implemented according with CATHSSETA Sector Skills Plan, Strategic and operational plans.

**Job Requirements:** A post-graduate qualification with managerial focus; at least eight years' management experience. Vast knowledge of the SETA operational environment, legislation and project management exposure is a must.

**Competency Requirements:** The incumbent should demonstrate competencies related to; planning people management, stakeholder relations, financial management and budgeting, communication, interpersonal relationships, conflict management.

**Job Responsibilities:** Support the development of Sector Skills Planning, strategic and annual performance plans for the business unit that include research, sector skills planning, provision of quality training within the sector, and implementation of learning programmes. Ensure accessibility to beneficiaries, monitoring and evaluation of learning provision within the sector whilst ensuring the comprehensive and accurate quarterly reporting of performance information. Develop budget and ensure tracking and monitoring of the allocated budget, improve productivity and reduce operating costs within the Skills Development Unit. Develop management systems and policies; and optimize controls and processes. Establish an integrated internal control systems for the whole skill development and learning programme delivery within Cathsseta. Oversee the management of performance of the Regional Offices. Oversee and monitor management and implementation of risk action plans for the unit. Monitor healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organisational goals. Oversee the work of ETQA, Sector Skills Planning, research as well as organisational performance reporting.

**Manager: Education and Training Quality Assurance (ETQA) Ref (CATHS8/2016)**

**Job Purpose:** Manages CATHSSETA's ETQA function, including the development and implementation of strategies relating to training provision for the sector and the implementation of learning provision in line with Quality Council for Trades and Occupations (QCTO) quality assurance requirements.

**Job Requirements:** A Degree in Education or Human Resources Development with an ODETDP competencies or equivalent with at least five years' experience in training and development including performance of quality assurance functions. Experience in the management of Quality Management Systems and exposure to a SETA environment.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; people management, planning and change management, project management, stakeholder

relationships management, communication, problem-solving skills, customer relationship management,.

**Job Responsibilities:** Participate and contribute to the development of CATHSSETA's strategic and annual performance plans. Develop and manage the operational plans for the ETQA. Improve productivity within the business unit and align business activities to strategic and operational plans. Ensure adherence to the Sector Skills Development Plan and thereby: management of accreditation of service providers, management of the registration of assessors and moderators, evaluation of the Service Providers' Quality Management Systems, management of the verification of the training roll-out plan, evaluation of Learning Programmes, monitoring of the registration of Learners on the SETA Management System, management of the issuing of certificates/SOR for Learners, Learning Programmes improvement and facilitation, management of general administration in respect of training provider accreditation. Ensure that the Service Provider Developmental Plans are implemented and closely monitored. Oversee the assessment of new qualifications for QCTO as required by the SLA. Maintain stakeholder partnerships through MoU, with training providers. Develop the ETQA management systems and policies, and optimise controls and processes. Design, develop and ensure compliance with all ETQA policies, process, procedures and guidelines. Ensure compliance with the legislative and regulatory framework pertaining to ETQA, DQP and AQP processes. Oversee and monitor management and implementation of risk plans. Develop healthy internal and external relations with stakeholders to assist in achievement of organisational goals.

**Manager: Learning Programmes Development, Promotion, Implementation and Registration Ref (CATHS10/2016)**

**Job Purpose:** designs the development, promotion, implementation and registration of Learning Programmes to ensure integration, management and consistency of processes for the PIVOTAL Programmes.

**Job Requirements:** A degree in Education/ HRD/ Business Management with at least five years' management experience in a similar position. Project management qualification and experience also required. Post graduate qualification will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; planning and organising, compliance management, performance management, people management, stakeholder relations, communication and interpersonal relations.

**Job Responsibilities:** Participate and contribute to the development of the strategic and annual performance plans for CATHSSETA. Develop and manage the operational plans of the business unit and ensure implementation and monitoring thereof. Improve productivity within Learning Programmes and align business activities with strategic and operational plans. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Ensure adherence to the National Skills Development Strategy thereby ensuring: implementation of Learning Programmes (Learnerships, Skills Programmes, WIL, etc.), management of the grants processes, and development of the Learning Programmes reports. Manage stakeholder partnerships through MoUs, particularly Universities, TVET colleges and other DHET providers in implementing PIVOTAL programmes, Ensure development and implementation of Learning Programmes Developmental Plans and closely monitor progress. Develop new occupational qualifications in line with the QCTO requirements. Manage the business unit budget. Develop the Learning Programmes management systems, and optimise controls and processes. Oversee and monitor management and implementation of risk plans for the business unit. Implement transformation initiatives within the learning programme implementation environment. Develop healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organisational goals.

**Manager: Learning Programmes Monitoring, Evaluation & Reporting Ref (CATHS7/2016)**

**Job Purpose:** responsible for the monitoring, evaluation and reporting of Learning Programmes and to ensure integration, management and consistency of processes of PIVOTAL Programmes

**Job Requirements:** A degree in HRD/ Education/ Business Management with at least five years' experience management experience in a similar role. Project management qualification and or experience. Exposure to project monitoring and evaluation as well as experience is a must. Tangible and demonstrable experience in managing people. Prior experience working in education and skills development is an advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; planning and organising, compliance management, people management, and performance management, management of change and uncertainty, stakeholder relations, communication, interpersonal relations as well as networking.

**Job Responsibilities:** Participate and contribute in the development of the strategic and annual performance plans for CATHSSETA. Develop and manage the operational plans of the business unit and ensure implementation and monitoring thereof. Improve productivity within business unit and align business activities with strategic and operational plans. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Ensure adherence to the National Skills Development Strategy thereby ensuring: Learning Programmes implementation and monitoring, evaluation of the quality of the implementation of Learning Programmes, monitoring and evaluation of WIL, Learnerships, etc. Management of the performance information system, identification of workplaces for practical work experience and evaluation and monitoring thereof, Monitoring and evaluation of implemented Learning Programmes projects, Review of data from the monitoring processes as well as additional evaluative activities. Manage the business unit budget. Develop the Learning Programmes reporting systems, and optimize controls and processes. Oversee and monitor management and implementation of risk plans. Develop healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organisational goals.

**Manager: Sector Skills Development, Research and Planning Ref (CATHS9/2016)**

**Job Purpose:** ensures that CATHSSETA's skills development planning, research, analysis and reporting needs and requirements are met pursuant to Sector Skills Plan of CATHSSETA as per regulations specified by the Department of Higher Education and Training.

**Job Requirements:** A post-graduate degree in Social Science (education relation fields) or equivalent with at least five years' experience is a minimum requirement. A research capabilities as well as experience in sector skills planning is a must. At least five years' experience in skills development activities and research.

**Competency Requirements:** The incumbent should demonstrate competencies related to; communications, research capabilities and ethics, stakeholder relations, problem solving, customer focus, innovation and ability to work under pressure.

**Job Responsibilities:** Participate, contribute and assist in the development of strategic and annual performance plans for CATHSSETA. Develop and manage the Business Unit operational plan and ensure implementation and monitoring thereof. Develop and implement CATHSSETA research agenda and develop Sector Skills Plan within the SSP Framework. Monitor internal and external research activity. Facilitate the development of CATHSSETA strategic plan and the annual performance plan and provide performance information reports. Ensure financial viability thereby delivering a robust and accurate financial planning and a reporting system that incorporates a balanced budget, within the area of responsibility. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the Sector Skills Development, Research and Planning. Ensure that quarterly and annual programme performance complies with the policies, plans and procedures. Ensure sound risk and contract management.

**Coordinator: Sector Skills Planning Ref (CATHS25/2016)**

**Job Purpose:** coordinates Skills Planning and Reporting and assist in ensuring that all related requirements are met within the Sector Skills Plan, the National Skills Development Strategy and regulations specified by the Department of Higher Education and Training.

**Job Requirements:** A National Diploma or Degree in Social/Management Sciences. At least 3 years' experience in research related work including sector skills planning. Experience of working in a similar position within the SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven and Networking.

**Job Responsibilities:** Implement and maintain relevant management systems and optimize controls and processes, Implement the strategic and annual performance plans relating to the area of responsibility. Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Adhere to the Sector Skills Development Plan and Strategy thereby coordinating the: annual reviews and updates of the SSP, planning, design and implementation of an overall planning process, implementation of a Performance

Monitoring pursuant to a sound reporting regime, implementation of a Performance Reporting Framework aligned to statutory reporting requirements, implementation of an Impact Assessment Framework. Upload the scarce and critical skills on the system. Coordinate and implement projects within the area of responsibility.

**Coordinator: Sector Skills Research and Analysis Ref (CATHS24/2016)**

**Job Purpose:** coordinates research activities and sector skills planning and assist in ensuring that all related requirements are met within the Sector Skills Plan framework as specified by the Department of Higher Education and Training.

**Job Requirements:** A National Diploma or Degree in Social/Management Sciences. At least 3 years' experience in research related work. Experience of working in a similar position within the SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven.

**Job Responsibilities:** Implement and maintain the relevant management systems and optimize controls and processes. Implement the strategic and annual performance plans relating to the area of responsibility. Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Adhere to the Sector Skills Development Plan and Strategy thereby: coordinating and conducting skills research projects, including the development of project plans, project completion and the implementation of research project outcomes, capturing the analysis of research data and timely reporting thereof, coordinating the dissemination of research findings to stakeholders. Maintain stakeholder partnerships.

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**Manager: Regional Office – North West/Gauteng Ref (CATHS16/2016), Mpumalanga/Limpopo Ref (CATHS17/2016), Free State/Northern Cape Ref (CATHS18/2016), KZN Ref (CATHS19/2016), Eastern Cape Ref (CATHS20/2016) and Western Cape Ref (CATHS21/2016)**

**Job Purpose:** manage all operations within the regional office as well as promote all learning programme implementation, coordinate registration and accreditation of training providers and support stakeholder relations.

**Job Requirements:** A degree in business management (or equivalent) public administration or education (with vast management experience). Further qualification or experience in project management. Experience in managing the implementation of learning programmes within the SETA environment. Minimum of five years' experience managing people.

**Minimum competency requirements:** The incumbent should demonstrate the following competencies: good interpersonal relations, stakeholder relations, communication, business planning and management, financial management and budget planning.

**Job Responsibilities:** Assist in the development of learning programmes. Manage implementation of all learning programmes within the designated region. Manage implementation of strategic plan and operation plan goals within the designated region. Manage delivery of quality products and services in accordance with Service Level Agreements with different stakeholders. Adhere to the requirements of the Sector Skills Plan. Monitor and evaluate implementation of all learning programmes and compliance to mandatory and discretion grant implementation within the region. Facilitate stakeholder partnership through MoUs with universities, TVET colleges, community colleges and other DHET providers in the implementation of PIVOTAL programmes. Plan and manage the budget of the regional office. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs. Manage and maintain integrated internal control systems. Manage delegations within the prescribed governance frameworks. Ensure sound contract administration and governance services in the designated region.

**Skills Liaison Officer: Discretionary Grants Administration North West/Gauteng Ref (CATHS26/2016), KZN Ref (CATHS27/2016) and Western Cape Ref (CATHS28/2016)**

**Job Purpose:** provides administrative support and coordination of Discretionary Grants Funding and Administration, including general secretarial support, also acts as a liaison between Cathsseta and beneficiaries.

**Job Requirements:** A National Diploma or Degree in Social/Management Sciences. At least three years' SETA experience in administration of grants or learning programmes.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven.

**Job Responsibilities:** Implement and maintain the relevant management systems and optimize controls and processes. Implement the strategic and annual performance plans relating to the area of responsibility. Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Implement the strategic and annual performance plans relating to the area of responsibility

Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Adhere to the Sector Skills Development Plan and Strategy: conduct roadshows/engage with stakeholders on application of discretionary grants, allocate/distribute shortlist letters, validate applications and check document compliance, conduct site visits where necessary to ensure that valid applicants are awarded grants, conduct the stakeholder induction, monitor and evaluation the allocation processes of Discretionary Grants, manage and maintain the database, process applications and communicate decisions taken to stakeholders. Coordinate and provide end to end project administration within the area of responsibility. Maintain stakeholder partnerships. Interface with SMMEs, develop action plans where necessary and provide support in implementation of action plans. Monitor and report progress.

**Skills Liaison Officer: Mandatory Grants Administration North West/Gauteng Ref (CATHS29/2016), KZN Ref (CATHS30/2016), Western Cape Ref (CATHS31/2016)**

**Job Purpose:** provides administrative support and coordination of Mandatory Grants Funding and Administration, including general secretarial support, also acts as a liaison between Cathsseta and beneficiaries.

**Job Requirements:** A National Diploma or Degree in Social/Management Sciences. At least 3 years' SETA experience in administration of grants.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven.

**Job Responsibilities:** Implement and maintain the relevant management systems and optimize controls and processes. Implement the strategic and annual performance plans

relating to the area of responsibility. Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Implement the strategic and annual performance plans relating to the area of responsibility

Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Adhere to the Sector Skills Development Plan and Strategy: conduct roadshows/engage with stakeholders on application of mandatory grants, allocate, validate applications and check document compliance, conduct site visits where necessary to ensure that valid applicants are awarded grants, conduct the stakeholder induction, monitor and evaluation the allocation processes of Mandatory Grants, manage and maintain the database, process applications and communicate decisions taken to stakeholders. Coordinate and provide end to end project administration within the area of responsibility. Maintain stakeholder partnerships. Interface with levy payers and develop action plans where necessary and provide support in implementation of action plans. Monitor and report progress.

**Skills Liaison Officer: Grants Administration Free State/Northern Cape Ref (CATHS32/2016), Mpumalanga/Limpopo Ref (CATHS33/2016) and Eastern Cape Ref (CATHS34/2016)**

**Job Purpose:** provides administrative support, coordination of Learning Programmes Registration and overall management of Learning Programmes Agreements.

**Job Requirements:** A National Diploma or Degree in Social/Management Sciences. At least three years' SETA experience in administration of grants or learning programmes.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven.

**Job Responsibilities:** Implement the strategic and annual performance plans relating to the area of responsibility. Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Assist the Manager: Sector Skills Development to adhere to the Sector Skills Development Plan and Strategy thereby: acting as a liaison between CATHSSETA and TVETs, Universities and Service Providers, coordinating the registration of Learnership Programmes (Learnerships, Skills programmes, WIL, etc.), facilitating the registration of qualifications with South African Qualifications Authority (SAQA),

maintaining the stakeholder Agreements, reporting. Maintain and manage stakeholder partnerships through MoUs, particularly Universities, TVET colleges and other DHET providers in implementing PIVOTAL programmes. Coordinate and implement projects within the area of responsibility.

**Receptionists: North West/Gauteng Ref (CATHS52/2016), KZN Ref (CATHS53/2016), Western Cape Ref (CATHS54/2016)**

**Job Purpose:** Provide reception services, quality secretarial support and professional attendance to visitors.

**Job Requirements:** Matriculant with Secretarial Diploma is a minimum requirement. Two years' secretarial experience. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; implement Batho Pele principles, project administration, business writing, cost control as well as records and archives management.

**Job Responsibilities:** Manage the switchboard and redirect calls according to customer requirements. Receive visitors in a professional and warm manner. Liaise with staff to control movement of visitors. Provide secretarial service and comprehensive administrative support to the office of the Regional Manager. Review, proofread and edit documents prepared for the Regional Manager's signature. Support the Regional Manager in achieving the Office's operational plans. Co-ordinate events/workshops and external stakeholders. Coordinate and provide end to end project administration within the scope of the secretarial and reception area. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service to the regional office staff and the public. Implement and maintain initiatives that ensure financial viability. Distribute office related correspondence to staff members and monitor implementation thereof. Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, attending to queries, general office management, etc. Support the Regional Manager with coordination of the regional audit process.

**Admin Clerk: North West/Gauteng Ref (CATHS55/2016, KZN Ref (CATHS56/2016), Western Cape Ref (CATHS54/2016)**

**Job Purpose:** provide a daily clerical/administrative support service to the Regional Manager and regional office and ensure efficiency of office workflow.

**Job Requirements:** Matriculant with additional Administration Diploma is a minimum requirement. At least Two years' clerical/administration experience. Exposure to training and education institution environment will be an advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Batho Pele principles, project administration, report writing, customer relationship management, cost control as well as records and filing administration.

**Job Responsibilities:** Provide secretarial services and administrative support to the office of the Regional Manager. Keep and maintain files/records for the regional office. Act as liaison between the Regional Manager and office functionaries transmitting directives, instructions and assignment as well as following up on status of assignments/ projects. Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, attending to queries, general office management, etc. Review, proofread and edit documents prepared for the Regional Manager's signature. Co-ordinate events/workshops for the regional office. Distribute office related correspondence to staff members and monitor implementation. Support the Regional Manager with coordination of the regional audit process.

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