



## Vacancy: Skills Liaison Officer

### Skills Liaison Officer: Western Cape Region (Northlink College - Tygerberg)

**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.

**Minimum 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 achieve 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 stakeholder induction, monitor and evaluate the allocation processes of Discretionary Grants.
- Manage and maintain the database.
- Process applications and provide feedback 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.

Please submit your CV and a cover letter indicating the position you are applying for to [HRvacancies@cathsseta.org.za](mailto:HRvacancies@cathsseta.org.za) by no later than Tuesday, 25<sup>th</sup> July 2017 at 16:00. Late applications will not be considered.

*Appointment will be subject to a compulsory three month probationary period. Remuneration will be commensurate with experience. CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. Preference will be given to PDI/ HDSA individuals and Disabled individuals are encouraged to apply. If you have not heard from us within 21 working days after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.*