



## Vacancies

Culture, Art, 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). Applications are hereby invited from suitably qualified natural persons for a period not exceeding the SETA's license period. Cathsseta has the following positions available.

### **1. COORDINATOR: LEARNING PROGRAMMES PROMOTION, AGREEMENTS AND REGISTRATION, Ref: CATHS04/2018. Salary: R345 119- R476 244 cost to company per annum**

**Job Purpose:** To coordinate the Development, Promotion, Agreements and Registration of Learning Programmes. This role ensures integration, management and consistency of processes of PIVOTAL Programme.

**Job Requirements:** A National Diploma in Human Resources Management/Development or equivalent is a minimum requirement. A project management qualification and experience is a must. At least 3 years' experience coordinating either Learnerships, Bursaries or Internship programmes. Experience in a SETA environment

**Competency Requirements:** Planning and organizing, Compliance, Ability to drive performance, Management of change and uncertainty, Personal resilience, Networking, Analytical skills, Attention to detail, Extensive knowledge of the Skills Development and NQF, Knowledge of the sector and role players

**Job Responsibilities:** Implement and maintain the relevant management systems, as and when required 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 design, development of Learning Programmes (Learnerships, Skills Programmes, WIL, etc.) and registration thereof, the development of qualifications and registration with South African Qualifications Authority (SAQA), the promotion of Learning Programmes and qualifications, education and Skills Development provision in the Sector, management and monitoring of stakeholder Agreements, input into the Learning Programmes reports. Maintain stakeholder partnerships through MoUs, particularly Universities, FET colleges and other DHET providers in implementing PIVOTAL programmes. Monitor implementation of Learnerships Programmes Developmental Plans. Coordinate projects within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Implement recommendations by stakeholder. Give input to into the development of the Business Unit budget, Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility, Maintain sound risk management, contract management, administrative and governance services. Implement and maintain knowledge of grant funding policies, regulations and procedures, disseminate and/or

present changes to stakeholders and advise on the implementation of changes and report on impact analysis. Perform any and all reasonable tasks given by Senior Management

**2. SKILLS LIAISON OFFICER- GP/NW REGION (Head Office Killarney) Ref: CATHS05/2018; KZN REGION (EThekwini TVET College) Ref: CATHS06/2018. Salary: R182 672- R342 052 cost to company per annum**

**Job Purpose:** To provide 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 three year post matric qualification or National Diploma or Degree in Education or Social/Management Sciences. At least three years' experience in facilitation and administration of grants or learning programmes. Valid Drivers' Licence and willingness to travel. Experience and understanding of SETA landscape will be an added advantage.

**Competencies 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 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.

**3. ADMINISTRATION OFFICER-LEARNING PROGRAMMES, Ref: CATHS07/2018, Salary: R186 027- R204 336 cost to company per annum.**

**Purpose:** To provide a comprehensive clerical/administrative support services to the Learning Programmes Manager and ensure efficiency of the learning programmes unit workflow

**Job Requirements:** Administration Diploma or equivalent, At least 2 years' experience in similar role. Experience in a SETA environment and knowledge of SETA Management system is advantageous

**Competencies Requirements:** Planning and organizing, Project Coordination, Computer literacy including MS Project; and numeracy, Report writing ,Problem solving and decision making, Very high level of written and verbal communication, Attention to detail and good time management, Excellent interpersonal skills Thorough knowledge of applicable/relevant legislation

**Job Responsibilities:** Consolidate data and prepare reports for consideration and presentation by the designated manager. Keep and maintain records for the learning Programmes projects and act as a liaison between the National Office and the Regions. Perform general office duties such as ordering supplies, maintaining records

management systems, arranging travel and accommodation, attending to queries, general office management, etc. Provide secretarial services and comprehensive admin support for the Manager. Manage the designate manager's diary, prepare agendas and collect materials for meetings, speeches and conferences, take minutes and keep records of proceedings when required. Review, proofread and edit documents prepared for the designated manager's signature, when required. Support the Learning Programmes Manager in achieving the department's operational plans. Support the optimisation of the Office. 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 suggestions by stakeholders. Perform any and all reasonable tasks given by Senior Management

Please submit your CV and a cover letter indicating reference number and the position you are applying for to [HRvacancies@cathsseta.org.za](mailto:HRvacancies@cathsseta.org.za) by no later than Wednesday, 31<sup>st</sup> January 2018 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. If you have not heard from us within one month after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.*