



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. CHIEF FINANCIAL OFFICER, Ref: CATHS01/2018 Salary: R987 268- R1 308 130 cost to company per annum

Job Purpose: To manage 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). Experience in a SETA environment is advantageous,

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 annual financial statements and other mandatory financial reports in compliance with Treasury prescripts. Ensure that internal financial targets are consistent to organisational plans (strategic plans and annual performance plans). Direct and oversee all aspects of the Finance, Accounting and Supply Chain Management functions. Maintenance of finance management systems, optimize internal controls and processes to ensure 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. Participate and contribute in the development of strategic and annual performance plans for CATHSSETA. Manage the staff for the business unit.

2. EXECUTIVE MANAGER: EXECUTIVE SUPPORT, Ref: CATHS02/2018 Salary: R776 135 - R1 188 016 cost to company per annum

Job Purpose: To facilitate the development of CATHSSETA's long term strategy through the provision of business intelligence data, develop and review an organisation-wide set of

indicators to assist monitoring of business performance and strategically develop partnerships, alliances and associations to aid the achievement of the organisation's strategic objectives.

Job Requirements: A Post Graduate qualification in Management/Education/Project Management (NQF8) or equivalent is a minimum requirement, At least 10 years 'experience in education and skills development environment, with at 5+ years' experience at a senior management level, Extensive knowledge Skills Development and NQF Acts, PFMA, National Treasury Regulations and related Acts of applicable relevant legislation, Knowledge of project management and monitoring and evaluation methodology and techniques, Experience in a SETA environment is advantageous.

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: Facilitate the long term strategic planning of organisational priorities aligned to the mandate of CATHSSETA, national skills development strategies and national skills priorities. Develop the Annual Performance Plan of the CATHSSETA within a compliance regulated environment, aligned to the NSDSIII, Sector Skills Plan and other contextual documents. Conduct special studies and continuous research in the sector to inform the strategic long term plans for CATHSSETA. Ensure that there is proper alignment between the combined departmental efforts of CATHSSETA and the Sector Skills Plan of the sector. Guides CATHSSETA executive team and departmental managers on areas pertaining to strategic planning. Provide the executive team with planning tools and templates to make strategic planning less complicated and to assist in the development of more effective strategic plans. Undertake pre and post programme implementation analysis. Provide guidance to departments on the development and alignment of business plans with division's strategic objectives. Monitors departmental performance against set objectives. Identifies and proposes solutions to the challenges encountered by departments. Develop alliances and partnerships with relevant role players in order to ensure the effective promotion of skills development initiatives and strategic sectoral training interventions. Spearhead the CEOs engagements with relevant SETA structures and participation in the relevant forums, chamber and DHET processes. Set performance objectives for employees in the Executive Support, conduct employee appraisals and manage employee's performance. Ensure ongoing training and development of employees. Effectively manages employee relations matters. Determine financial allocations in accordance with deliverables. Monitor expenditure against budget and ensure that spending occurs within budgetary limits. Explore opportunities to reduce costs

3. MANAGER: RESEARCH AND PLANNING, Ref: CATHS03/2018, Salary: R542 154 – R710 060 cost to company per annum

Job Purpose: To ensure that CATHSSETA's Skills Planning, Research, Analysis and Reporting needs and requirements are met within the Sector Skills Plan of CATHSSETA and regulations specified by the Department of Higher Education and Training.

Job Requirements: A Masters in Business Administration or equivalent is a minimum requirement, Project management qualification and experience is a must, At least 8 years' experience in a similar position, Good background in Statistics and proven research experience, 3 years' experience in managing people. Extensive knowledge of Skills Development and NQF Acts, PFMA, National Treasury Regulations and related Acts.

Competency Requirements: Commitment to research ethics, education and training, stakeholder sensitivity and achieving goals, Collection and data analysis, Leadership, Building effective working relationships, Building effective client relationships, Problem solving and trouble shooting, Adaptability and flexibility, Customer focus, Innovation, Stress

tolerance Knowledge of project management and monitoring and evaluation methodology and techniques

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. Improve productivity within the area of responsibility 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: analysis of the National Sector Skills Plan, development of Sector Skills Plan and SSP Framework for approval; and planning thereof, coordination of the strategic plan and the annual performance plan, planning and conducting internal and external research, preparation of the SDRP reports, research and planning Programme design. Implementation of recommendations from the stakeholders. Give input into the development of the Business Unit budget and manage the allocated funds within the area of responsibility. Ensure successful implementation and monitoring systems, policies, process and procedures; and optimize control processes. Ensure that quarterly and annual programme performance is compliant with policies, plans and procedures. Set performance targets for the area of responsibility and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Perform any and all reasonable tasks given by Senior Manager.

Please forward a detailed CV with a signed covering letter indicating the reference number and the position you are applying for to recruitment1@bloc-placements.com or recruitment3@bloc-placements.com to reach CATHSSETA no later than Saturday, 10th February 2018. Late applications will not be considered. *Note: Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*