



Culture, Art, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority 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 EXECUTIVE OFFICER – REF: CATHS32/2018 - HEAD OFFICE

**Job Purpose:** To support the Accounting Authority in defining and managing the organisational strategy to realise both its legal and mandatory obligations.

**Job Requirements:** A recognised undergraduate qualification and post graduate qualification. Master's degree would be an added advantage. 10 years business management experience. Knowledge and exposure to the SETA environment and functioning of the public entity is a must. 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:

- Leadership
- Strategic management
- Problem Solving and Decision Making
- Relationship Management
- Financial management
- Analytical skills
- High level liaison and negotiation skills

**Job Responsibilities:** Act as a liaison between the Accounting Authority, Management and Department of Higher Education and Training (DHET). Build and manage strategic partnerships with different stakeholders. Develop and manage organisation wide policies and systems to ensure good corporate governance and compliance to the legal requirements. In consultation with the Accounting Authority, develop organisational strategic plan aligned to NSDSIII and manage performance targets. Ensure implementation of the NSDSIII. Develop and maintain sound risk management framework. Improve productivity across the organisation and align the business activities with the strategic and operational plans. Alongside the Accounting Authority, build and promote the CATHSSETA community social investment initiatives. Build a strong stakeholder involvement in the CATHSSETA operations. Report organisational performance to the Accounting Authority, DHET and Parliament.

## 2. CHIEF OPERATIONS OFFICER- REF: CATHS31/2018- HEAD OFFICE

**Job Purpose:** To manage the strategic operations of CATHSSETA. Oversee the delivery of learning programmes, quality assurance, development and implementation of sector skills plan as well as the corporate support services within the organisation. The position reports to the CEO.

**Job Requirements:** Post graduate degree in Education / Business / Public Service Management or equivalent. Master's degree would be an added advantage. 10 Years operations management experience in the SETA

environment. Extensive exposure in education, training and development landscape is a necessity. Vast experience in management of organisational operations and proven track record of success is critical for the position.

**Competency Requirements:** The incumbent should demonstrate capabilities related to:

- Strategic and business planning and management
- Leadership
- Decision Making
- Stakeholder Management
- Financial management

**Job Responsibilities:** Coordinate and oversee the research, development and delivery of sector skills plans for CATHSSETA. Coordinate and oversee the development and review of strategic annual performance plan in accordance with the prescribed standards. Support the CEO in building the stakeholder involvement and partnerships supporting the long term goals of the organisation. Support the regional offices in the delivery of learning programme and quality assurance. Oversee the work of corporate services to the organisation as a whole but particularly to the regional offices. Coordinate resource provisioning for consistent and sustainable delivery of the CATHSSETA services. Oversee the development, implementation and quality assurance of learning Programmes. Ensure learner certification and support. Oversee the performance monitoring, evaluation and reporting. Manage the overall finances and resources within the ambit of the delegated responsibilities. Develop operations wide systems to improve efficiency and effectiveness in the delivery of core CATHSSETA services. Support the CEO in the overall management of the Organisational performance and reporting.

Please forward a detailed CV with a signed application form indicating the reference number and the position you are applying for to [recruitment1@bloc-placements.com](mailto:recruitment1@bloc-placements.com) or [recruitment3@bloc-placements.com](mailto:recruitment3@bloc-placements.com) to reach CATHSSETA no later than Friday, 22 June 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.*