



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. MANAGER: FINANCE – REF: CATHS30/2018 - HEAD OFFICE

Salary: R596 276 – R780 450 cost to company per annum

Job purpose: The position is responsible for sound financial management and internal controls, liaison with auditors, budgetary management, planning and reporting and providing support to the Chief Financial Officer.

Job Requirements: A Bachelor Degree in Commerce: Accounting and or equivalent qualification and a minimum of five years financial management experience. Knowledge and application of the PFMA, DORA, Treasury Regulations including exposure to the Skills Development Act and Skills Levies Act. A professional certification like ACCA, CA (SA), etc. and experience in a SETA environment would be an added advantage.

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

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

2. OFFICER FACILITIES MANAGEMENT- REF: CATHS29/2018 - HEAD OFFICE

Salary: R257 718 - R368 068 cost to company per annum

Job Purpose: To 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 relevant National Diploma or equivalent is a minimum requirement, At least 3 years' in Facilities management experience, Experience in a SETA environment is advantageous.

Competencies Requirements: The incumbent should demonstrate capabilities related to; Planning and organising, project management, Compliance, Interpersonal relations skills, Problem solving and trouble shooting, Follow up, Stress tolerance, Deadline driven. .

Job Responsibilities: Manage the upkeep of equipment and supplies to meet health and safety standards. Implement and maintain the facilities management systems and optimise controls and processes. Implement business operations plans successfully for the facilities management area of responsibility. Maintain control of organisational facilities and their efficient usage. Keep records of allocated facilities and their usage. Implement and coordinate projects within the area of responsibility. Coordinate and set up monthly meetings with all related parties, such as Landlord, and subcontractors. Consider and implement recommendations from internal stakeholders in relations to facilities management. Supervise staff facilities and external contractors, Manage building maintenance, Coordinate Cleaning, Security and parking services, ensure that facilities meet government regulations and environmental health and safety standards, Planning and overseeing building work/renovations, Ensure compliance to the Lease agreement with the landlord. Prepare for emergency by creating action plans. Supply facilities needs for the organization. Coordinate intra-office moves. Coordinate and Monitor activities of contract suppliers. Ensure delivery of cleaning stock is of the correct quality and quantity. Ensure efficient utilization of maintenance staff. Conduct and document regular facilities inspection. Supervise maintenance and repairs facilities. Provide a policy framework to guide staff in the management of their facilities and use of CATHSSETA's facilities management system. Manage the Cathsseta fleet of vehicles in regional offices and National office. Monthly reports on pool vehicle management.

3. OFFICER: KNOWLEDGE MANAGEMENT Ref: CATHS28/2018- HEAD OFFICE

Salary: R257 718 - R368 068 cost to company per annum

Job Purpose: To champion organisation-wide knowledge management and sharing, with stakeholders and ensure information integrity.

Job Requirements: A relevant National Diploma or equivalent is a minimum requirement, At least 3 years' experience in the Knowledge Management position, Experience in a SETA environment is advantageous

Competency Requirements: Planning and organizing, Change management, Deadline driven, Attention to detail, Conflict handling, Stress tolerance, Ability to follow rules and regulation diligently, Report writing, Problem solving and decision making, Project management, Knowledge of Public Sector legislation, knowledge management policies, procedures and frameworks

Job Responsibilities: Implement and maintain the records and knowledge management systems and policies; and optimize controls and processes, Implement strategic and annual performance plans within the area of responsibility, Align business activities with strategic and operational plans, Assist the designated manager to deliver on the Knowledge Management Strategy thereby: promoting knowledge sharing through the organisation's operational business processes and systems by, among others, strengthening links between knowledge sharing and the information systems, and improving integration among information systems in the organization, to facilitate seamless exchange of information across systems, promoting collaborative tools to facilitate sharing of ideas and work among internal teams and external partners, assisting in monitoring and evaluating the knowledge sharing program, including external benchmarking and evaluation programs/opportunities, assist in disseminate information about the organisation's knowledge sharing program to internal and external audiences, including organising knowledge sharing events (such as knowledge fairs, site visits, interviews) ,maintaining communications on knowledge sharing across the organization, participation in orientation and training sessions, and preparation of brochures/presentations, Preparing and dispatching files when necessary in terms of revised regulations, Coordinate and implement projects within the area of responsibility, Implement and maintain knowledge of relevant policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis.

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 or recruitment3@bloc-placements.com to reach CATHSSETA no later than Sunday, 17th 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.*