



# Vacancies- Readvertisement

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. The current license period will expire the 31<sup>st</sup> March 2020. Cathsseta has the following positions available.

## **1. MANAGER: RESEARCH AND PLANNING, Ref: CATHS03/2018, HEAD OFFICE**

**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.

## **2. LEGAL ADVISOR Ref: CATHS17/2018- HEAD OFFICE**

**Salary: R345 119- R483 887 cost to company per annum**

**Job Purpose:** To assist and support the Manager Legal and Compliance and business units with all the legal services matters of the organisational. To support the Legal Manager to manage and oversee the legal, compliance and contract management functions as well as ensuring organisational compliance to legislation.

**Requirements:** A Degree in Law (LLB) or equivalent qualification is a minimum requirement. At least 5 years' experience in similar role .Previous experience within a SETA environment and an admission as an attorney would be advantageous.

**Competency Requirements:**The incumbent should demonstrate capabilities related to; Knowledge of Legal Services operations and procedures, Contract Management and Contract Management Systems, Planning and organizing, Drafting legal documents, policies and procedures, Legal interpretation, Change management, Strategic Capability, Deadline driven, Attention to detail, Relationships in the work place, Conflict handling/ negotiation , Stress tolerance, Ability to follow rules and regulation diligently

**Job Responsibilities:** Contribute to the development and implementation of the Legal Strategy and the organisational strategy and performance plans, Contribute to the development of the Contract Management Framework, strategy and polices; Assist and support the Manager of the unit with daily activities of the unit as pertaining to legal services, compliance and contract management; Provide and oversee Contract Management solutions and systems; Participate and contribute in the development of strategic and annual performance plans for Cathsseta; Drafting and review agreements and other legal documents; Provide support on contract management, vetting of agreements and quality assurance; Monitor and coordinate compliance with policies, processes and systems; Conduct periodic reviews and audits to ensure statutory and regulatory compliance; Manage the implementation of projects within the area of responsibility; Perform any and all reasonable tasks assigned. Provide an overhaul solution to Contract Management and ensure that all projects are implemented effectively to mitigate contractual risk. Implement due diligence exercise on all contracts to ensure compliance; Assist to develop, ensure implementation and monitor compliance of relevant policies, Assist to develop a project plan for proper Contract Management to mitigate all contractual risk; Implement a system to ensure that contracts are monitored in line with the applicable legal imperatives; Attend to all legal and contract management related audit matters; Promote and implement effective contract management principles in line with National Treasury Contract Management Guide (CMG) and the Contract Management Framework (CMF), Assist and contribute to the development of the Business Unit financial management and budget. Contribute in identifying, updating and managing the strategic and operational risks of the unit and make inputs to the Operational Risk Register. Contribute to the development and implementation of mitigating measures for the unit.

## **3. REGISTRY CLERK Ref: CATHS18/2018- HEAD OFFICE**

**Salary: R101 747 – R204 336 cost to company per annum**

**Job Purpose:** To undertake the daily document and records administration of CATHSSETA records. Further the delivery function of incoming and outgoing mail.

**Requirements:** Grade 12 and a certificate in Records Administration is a minimum requirement, At least 1 year experience in the Records administration or general admin. Experience in a SETA environment is advantageous

**Competency Requirements:** The incumbent should demonstrate the following competencies; Planning and organising, Attention to detail, Building effective working relationships; Conflict handling, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; work efficiently under pressure and consistently meet tight deadlines High level of compliance to policies and procedures

**Job Responsibilities** Assist in the implementation of CATHSSETA records and document management system, Assist in the preparation of files to be sent to offsite storage, Barcoding of boxes, completing the input sheet, Dispatching of incoming and outgoing mail both from post office and courier services, taking minutes of divisional meetings, Prepare files for audit, Indexing files on the SharePoint system, Inspection of files send to storage by client departments, follow up on the missing information from the files. Attend to information request from clients departments. Arrange/carry out the shredding of documents as and when required. Participate in knowledge sharing activities of the department and CATHSSETA as a whole

**4. REGIONAL COORDINATORS x 2 KZN REGION (Asherville) Ref: CATHS22/2018, EASTERN CAPE REGIONAL OFFICE (King Williams Town) Ref: CATHS24/2018,**

**Salary: R240 553 – R366 100 cost to company per annum**

**Job Purpose:** Responsible for the overall activities in relation to Mandatory and Discretionary Grants, Learning Programmes, capacitation of Placement Providers and Employers, provide training and promote skills development in the Sector

**Requirements:** A National Diploma in Human Resource Management /Development or equivalent is a minimum requirement, An Organisational development and project coordination/management and experience is a must, At least 3 years' experience in a similar role, Valid Driver's License, Experience in a SETA environment is advantageous.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Commitment to Stakeholder Sensitivity, Achieving goals, Compliance to SOPs, Building effective client relationships, Problem solving and trouble shooting, Follow up, Stress tolerance, Target driven. Thorough knowledge of relevant legislation .

**Job Responsibilities:** Implement strategic and annual performance plans for 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 CATHSSETA subsector constituencies and keep an updated database, Assisting the region to meet the annual targets, Coordinating QMR reporting for the region, Assisting with research of the trends and drivers in the sector to inform SSP, Assist to identify the needs of SETA constituencies in the province, Coordinate learning Programmes activities in the region, managing and maintaining the Mandatory and Discretionary Grants database, assessing the needs and expectations of employers and learners and market the Learners (graduates), identifying placement providers within the Sector, ensuring that premises of the Placement Provider that the Learners are to be placed are suitable and safe for the prospective placement, monitoring and evaluation of WIL, Learnerships, etc., taking responsibility of weekly QMR Checks, Maintain stakeholder partnerships with Beneficiaries, Monitor the implementation of the Beneficiaries' Development 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 stakeholders, Perform any and all reasonable tasks given by Regional Manager

## 5. 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.

Appointment will be subject to a compulsory three month probationary period. **Applications must be accompanied by a fully completed & signed application form and a detailed CV.** Applications can be submitted electronically via e-mail to [hrvacancies01@cathsseta.org.za](mailto:hrvacancies01@cathsseta.org.za) to reach CATHSSETA no later than Monday, 24th September 2018.Late applications will not be considered. Note: Applicants applied previously are encouraged to apply. 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.