



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

1. **REGIONAL COORDINATOR, LIMPOPO/MP REGION (Polokwane) Ref: CATHS20/2018,**

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

## **2. RECEPTIONIST/SWITCHBOARD OPERATOR Ref: CATHS33/2018- HEAD OFFICE**

**Salary: R75 729- R131 923 cost to company per annum**

**Job purpose:** To provide reception services and manage the telephone/switchboard operations for Cathsseta.

**Job Requirements:** A Grade 12, Call Centre certificate and/or reception certificate preferable, 1 – 2 years' telephone management system experience. Experience in a SETA environment is advantageous

**Minimum competency requirements:** The incumbent should demonstrate capabilities related to; Customer Service, Telephone Management system, Time management, organisational skills, Interpersonal skills, Problem solving and trouble shooting, Stress tolerance. Planning and organizing, Adaptability and Flexibility, Team player.

**Job Responsibilities:** Efficiently manage the switchboard and redirect calls according to customer requirements .Ensure that the phone does not ring more than thrice without response. Relay and route written and verbal messages. Update and circulate telephone directories. Provide telephone numbers and other related information. Report out of service lines to the relevant ICT person. Assist customers in making telephone calls. Receive visitors in a professional and warm manner and confirm appointments with relevant staff. Provide basic administrative support to all internal and external stakeholders. Chronological filing of access control permits, private property declarations, gate releases etc. Dress in a professional, neat manner to correctly portray the image of the company. Assist with boardroom bookings and allocation of boardrooms .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 the Manager: Human Capital.

## **3. ADMINISTRATOR: COMMITMENTS REGISTER Ref: CATHS34/2018 –HEAD OFFICE**

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

**Job Purpose:** To support management in meeting and exceeding the overall objectives of the commitment management within the Cathsseta's Finance Department. To ensure commitments register is accurate, complete and up to date

**Requirements:** A National Diploma in Commerce and/or Accounting or Economics or equivalent is a minimum requirement, At least 1 year relevant experience, Experience in a SETA environment is advantageous.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Planning and organising, Deadline driven, Attention to detail, Building effective working relationships; Conflict handling, Stress tolerance, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; Commitment to achieving goals; High level of compliance to policies and procedures, planning and organising

**Job Responsibilities:** Perform weekly and monthly commitments payments projections and submit to Management Accountant and Coordinator: Commitment Administration. Assist the Management Accountant to deliver on the Finance Strategy thereby: managing and maintaining the commitments register, Monitoring and tracking contract's expiry dates to notify skills development to submit payments before expiry. Monthly Monitoring of contracts that are not moving and advise the Skills Development department accordingly, Arrange Monthly meetings with Skills Development department to discuss commitment register, Provide training to the business unit about commitment register, Efficiently manage commitments and engage with internal stakeholders when required. Provide monthly reconciliation between commitment register, bank statement and the AX System, Ensuring that project and contract details on the register are accurate and complete. Provide monthly status on the commitment register, coordinating and implementing projects within the area of responsibility. Implementing and maintaining the Batho-Pele principles through a caring, accessible and accountable service. Implementing recommendations from stakeholders. Performing any and all reasonable tasks assigned by Management

**4. ADMINISTRATOR: MANDATORY GRANTS Ref: CATHS38/2018 –HEAD OFFICE (12 Months fixed term contract)**

**Salary: R11033.25 per month cost to company per month**

**Job Purpose:** To provide administrative support and coordination of Mandatory Grants funding, including general secretarial support to the Unit.

**Requirements:** A National Diploma in Business Management/Administration or equivalent is a minimum requirement, At least 1 year' experience in a similar position. Experience and understanding of SETA environment.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Planning and organising, Deadline driven, Attention to detail, Building effective working relationships; Conflict handling, Stress tolerance, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; Commitment to achieving goals; High level of compliance to policies and procedures, planning and organising

**Job Responsibilities:** 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. Assist the designated manager to adhere to the Sector Skills Development Plan thereby: receiving and processing manual applications, validating applications and checking document compliance, handling related queries, assisting in conducting site visits where necessary to ensure that valid applicants are awarded grants, taking minutes in meetings, coordinating the evaluation and allocation processes of Mandatory Grant, managing and maintaining the Mandatory Grants database, Coordinate and provide end to end project administration within the area of responsibility, Interface with Beneficiaries and assist them in developing action plans where necessary and provide support in implementation of action plans. Monitor and report progress, implement and maintain the Batho Pele principles through a caring, accessible and accountable service, Implementation of recommendations from the stakeholders, Perform any and all reasonable tasks given by Senior Management

**5. CREDITORS ADMINISTRATOR ,Ref: CATHS39/2018-,HEAD OFFICE (12 Months fixed term contract)**

**Salary: R11033.25 per month cost to company per month**

**Job purpose:** To support management in meeting and exceeding the overall objectives of the creditors processing payments and performing accounts' reconciliations within Cathsseta's finance Department.

**Requirements:** A National Certificate in Commerce and/or Accounting or Economics or equivalent is a minimum requirement, At least 1 year relevant experience, Experience in a SETA environment is advantageous.

**Minimum competency requirements:** The incumbent should demonstrate capabilities related to: Planning and organising, Deadline driven, Attention to detail, Building effective working relationships; Conflict handling, Stress tolerance, Commitment to stakeholder sensitivity; Ability to work with difficult individuals; Commitment to achieving goals; High level of compliance to policies and procedures, planning and organising.

**Job Responsibilities:** Implement strategic and annual performance plans for area of responsibility. Assist the Manager: Finance and financial accountant in: maintaining the creditors database and ensuring correct approved banking details are used per supplier, managing and maintaining the creditors statement, reconciling each payment to supplier statement and AX statement (the vendor account), receipt and record all invoices on the invoices register, check the invoices mailbox daily for invoices to be processed, ensure the unit responsible for the emailed invoice signs the invoice, record keeping of all payment documents and linking to each creditor file (manage storage effectively), reconciling creditor accounts and claims and proceeding with the posting, balancing of ledger accounts and upload payments to AX and bank, calculating, using specific formulae and procedures to determine statutory payments due and verifying records against transactional information, providing information on the status of payments and specific procedural applications on request, ensuring all monthly invoices are processed and report on unprocessed invoices, capturing all the Travel Agent invoices and reconciling the account weekly, assist with requests from auditors (external and internal) and stakeholders. Coordinate and implement projects within the area of responsibility and assist with month end. Perform any and all reasonable tasks given by Management or immediate supervisor.

Appointment will be subject to a compulsory three months probationary period. Remuneration will be commensurate with experience. **Applications must be accompanied by a 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, 15<sup>th</sup> October 2018. Late applications will not be considered. *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.*