



Vacancy

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 position available.

1. MANAGER: PERFORMANCE INFORMATION Ref: CATHS37/2018 –HEAD OFFICE (12 months contract)

Salary: R475 007- R710 060 cost to company per annum

Job Purpose: To support and complement the Executive Manager Skills development in monitoring and evaluating performance information reports and assist the management team to embed a high performance culture.

Requirements: A relevant degree or equivalent is a minimum requirement, At least 4 years' experience in performance information management. 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: analysing and validating performance information Conduct performance information audit of performance information received, Prepare performance information as required by the performance information framework, to provide reasonable assurance conclusions on the reported performance information for all programmes in the annual performance report; conduct performance information audit, Report on the information received and explanations required and identify omissions of which may result in the reported performance information being materially misstated or misleading. Evaluate performance information against the overall criteria of usefulness and reliability. Develop a system to verify performance information across the organization. Maintain effective and efficient information management system specific to Performance information reporting and related evidence, Analyse project plans and reports, quarterly monitoring reports, performance information reports in order to identify and fix gaps; Analyse internal and external audit reports to ensure that identified risks are mitigated and that recommendations

are reviewed and implemented accordingly; Compile and distribute project performance reports and regularly review project status, evaluating performance criteria (scope, cost, schedule & quality); Support the Learning Programmes Unit and Regional Offices with the progress of projects, investigating variances, expenses, and ensuring that project billings issued and payments are disbursed accordingly and within regulated timeframes.

Appointment will be subject to a compulsory three month 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 to reach CATHSSETA no later than Thursday, 13th December 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.*