



## 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. EXECUTIVE MANAGER SKILLS DEVELOPMENT Ref: CATHS01/2019, Salary: R947 760- R1 264 019 cost to company per annum**

**Job Purpose:** To manage skills development programmes which have been mainstreamed into the Operations Division in order to maximise return on investment and build the CATHSSETA sector skills availability. Manage the discretionary grant awards contracts implementation and the mandatory grants awards payments. To coordinate the activities of Operations Division within the regions to ensure achievement of the targets set in the CATHSSETA strategic plan focussing on client services.

**Requirements:** Post graduate qualification in Social Sciences/Education & Training/Business management or Business Leadership. Masters degree will be an added advantage. At least 10 years in management experience within a training and development environment. Experience in a SETA environment will be an added advantage.

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Strong managerial, leadership skills and interpersonal skills, Ability to coordinate a vast mass of employees and a high resistance to stress, Extremely organized, detailed oriented and efficient, Ability to manage tight deadlines and punctual heavy workload, Self-directing, ability to coordinate and direct others, Ability to work efficiently in a broad cultural spectrum, Forward thinking, networking and analytical extensive knowledge Skills Development and NQF Acts, PFMA, National Treasury Regulations and related Acts of applicable relevant legislation, Knowledge of project management and monitoring and evaluation methodology and techniques, Knowledge of the sector and role players, Knowledge of SETA Management system.

**Job Responsibilities:** Participate and contribute in the development of strategic and annual performance plans for Cathsseta. Develop and maintain stakeholder relationships throughout the regions including government and non-government stakeholders. Engagement strategy development and implementation per stakeholder category, monitored and reviewed to ensure maximum effectiveness. Client needs expectations and requirements are assessed and incorporated into strategy in respect of CATHSSETA overall objectives. Strategy measurement in place and progress against targets reported on monthly. Individual programmes planned and managed to ensure effective execution. Programme tracking and

evaluation carried out and deviations corrected and reported. Programmes closed out and completed as required within programme plan guidelines. Manage stakeholder communication strategy such that information flow between Head Office, regional offices, stakeholder parties and structures in place and effective. Skills Development unit client services delivery aligned with marketing and advocacy initiatives to ensure consistent approach to service provision. Input into the development the Business Unit operational plans, manage and ensure implementation and monitoring thereof. Develop strategic and annual performance plans for the area of responsibility 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 (internal and external) expectations. Ensure adherence to the National Sector Skills Development plan and strategy thereby overseeing, the: Learning Programmes development, implementation, registration and materials support. Ensure that organizational learning programmes address the National Development Plans in particular, the Sector Skills Plan promotion, monitoring, evaluation and reporting of Learning Programmes, quality management and assurance on education and training, preparation of the Skills Development reports. Ensure the Monitoring and Evaluation Programme design. Implementation of recommendations from the stakeholders. Provide an oversight of an ETQA functions in respect of accreditation, certification, qualifications development, assessor registration and moderator registrations. Management of the Divisional budget in line with the CATHSSETA budget guidelines, PFMA and Treasury Regulation. Develop management systems and policies; and optimize controls and processes. Develop management systems and policies; and optimize controls and processes. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team

**2. EXECUTIVE MANAGER: CORPORATE SERVICES Ref: CATHS02/2019, Salary: R947 760- R1 252 019 cost to company per annum**

**Job purpose:** To support and complement the COO in maintaining optimum organization support over Corporate Support Services. To provide strategic direction on the HRM, Knowledge Management, ICT, Auxiliary Services and Facilities Management work streams for Cathsseta.

**Job Requirements:** Post graduate qualification in Social Sciences/Education & Training/Business management or Business Leadership. A Masters degree in Human Resources Management will be an added advantage. 10 years' management experience in a corporate services environment. Experience in a SETA environment will be an added advantage

**Competency Requirements:** The incumbent should demonstrate capabilities related to; Strategic capability and leadership, Corporate management support, Change management, Programme and project management, Financial management, People management and empowerment, Extremely organized, detailed oriented and efficient, Problem solving and decision making, Deadline driven, Relationships in the work place

**Job Responsibilities:** Develop and oversee the Corporate Services management system, as and when required and optimize controls and processes. Ensure successful implementation and monitoring thereof. Develop and oversee the Corporate Services strategic plan and key performance indicators, as and when required and ensure implementation and monitoring

thereof. Improve productivity across the Corporate Services and align business activities with strategic and operational plans. Ensure development of a service delivery culture and excellent levels of performance across all Corporate services. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Oversee and monitor the planning, organisation, implementation and maintenance of initiatives pertaining to Corporate Services. Ensure organisational transformation and development. Oversee the optimisation of ICT systems, manual procedures and processes. Optimise resource and facility management. Strengthen capacity and optimise Human Resource Management. Strengthen capacity and optimise knowledge management functions across the organisation .Develop, Review policies, plans and procedures relating to ICT, Knowledge Management, HRM and Facilities Management, for approval. Management of the Divisional budget in line with the CATHSSETA budget guidelines, PFMA and Treasury Regulations.

### **3. EXECUTIVE MANAGER: EXECUTIVE SUPPORT Ref: CATHS03/2019, Salary: R947 760- R1 188 016 cost to company per annum**

**Job Purpose:** To direct effectively Skills Planning informed by credible skills related research and labour market intelligence; direct and guide the development of organisational strategy, advise on the alignment of processes to implement the strategy development, implementation, monitoring, evaluation, performance information reporting and quality improvement of the CATHSSETA Monitoring and Evaluation framework and policy; lead and advise on the governance of the CATHSSETA Accounting Authority and its Committees; ensure appropriate research that provides relevant data to inform decision making processes of management and Accounting Authority and its Committees.

**Requirements:**A Post graduate qualification in Social Sciences/Education & Training/Business management or Business Leadership. A Master's degree will be an added advantage.At least 10 years management experience in an education, skills development or strategic support and planning environment .Experience in a SETA environment will be an added advantage.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to;Strong managerial, leadership skills and interpersonal skills, Demonstrated research background ,Ability to coordinate a vast mass of employees and a high resistance to stress, Extremely organized, detailed oriented and efficient, Ability to manage tight deadlines and punctual heavy workload,Self-directing, ability to coordinate and direct othersAbility to work efficiently in a broad cultural spectrum,Forward thinking, networking and analytical extensive knowledge Skills Development and NQF Acts, PFMA, National Treasury Regulations and related Acts of applicable relevant legislation,Knowledge of project management and monitoring and evaluation methodology and techniques, Knowledge of the sector and role players, Knowledge of SETA Management system.

**Job Responsibilities:** Facilitates long-term strategic planning of the formulation Organisational priorities that are aligned to the mandate of the CATHSSETA, national skills development strategies and skills priorities.Guarantee ongoing sector trend analysis – economic and labour signals, changes in industries and the sector affecting/impacting skills needs to support the SETA's Strategic Plan (SP), Annual Performance Plan (APP) and Monitoring and Evaluation (M&E) and alignment to the Sector Skills Plan (SSP). Develop and implement operational plan for the division.Develop the Annual Performance Plan for the CATHSSETA within a compliance regulated environment, aligned to the NSDS, Sector Skills Plan and other contextual documents.Provide oversight to ensure a well-researched,

quantitatively and qualitatively analysed SSP report. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Ensure that legislated planning documents for the SETA are developed (Sector Skills Plan, Strategic Plan and Annual Performance Plan) in line with the planning frameworks. See to it that Performance Information reporting is conducted in accordance with approved planning documents, signed-off SLA with DHET and audit requirements of both Internal and External Audits. Management of the Divisional budget in line with the CATHSSETA budget guidelines, PFMA and Treasury Regulation. Develop management systems, policies and continuously optimize controls and processes. Ensure development of Delegations and Departmental governance frameworks. Proactively developing, aligning and executing communication plans that deliver consistent, effective messaging around the SETA's strategic themes. Development of a plan to assist management with effectively engaging with stakeholders throughout the interaction with stakeholders and specifying activities that will be implemented to manage or enhance engagement. Ensure establishment and monitoring of community upliftment programmes in conjunction with local authorities. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team

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:hvacancies01@cathsseta.org.za) to reach CATHSSETA no later than Sunday, 27<sup>th</sup> January 2019. 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.*