



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 31st March 2020. Cathsseta has the following positions available.

1. ICT Manager Ref: CATHS04/2019, Salary: R740 100- R922 433 cost to company per annum

Job Purpose: To support and complement the Executive Manager: Corporate Services in maintaining an optimum ICT Management and Control within Cathsseta. To oversee and manage the provision of ICT services for the organisation.

Job Requirements: A Degree in Computer Science or equivalent is a minimum requirement, At least 5 years' experience in an IT Specialist role, Cobit Certification and IT Project Management will be an added advantage, Experience in a SETA environment is advantageous.

Competency Requirements: Planning and organizing, Compliance, Ability to drive performance, Management of change and uncertainty, Personal resilience, Networking, Analytical skills, Attention to detail, Extensive knowledge of the Skills Development and NQF, Knowledge of the sector and role players

Job Responsibilities: Develop, review, implement and maintain the ICT management systems and policies; and optimize controls and processes. Participate and contribute in the development of IT strategic and annual performance plans for Cathsseta. Develop and manage the ICT operational plan and ensure implementation. Improve productivity within the area of responsibility and align business activities with strategic and operational plans. Align business activities with strategic and operational plans. Assist the designated manager to deliver on the ICT Strategy thereby: developing modern supporting Information Management and Technology solutions, advising the Finance Department on matters that have strategic and financial implications, disaster and IT infrastructure/MIS management, coordinating accessing and dissemination of institutional knowledge management information generated for both internal and external utilisation, planning and managing the provisioning of ICT requirements for the organisation, developing, monitoring and reviewing key business processes within the organisation, ensuring effective resource management and control business agreements and SLAs, Manage the implementation of projects within the area of responsibility, Implement and maintain the Batho Pele principles through a caring, accessible and accountable service, Implement recommendations from stakeholders, Give input into the development of the Business Unit budget and manage the allocated funds within the area of responsibility, Develop appropriate architecture frameworks, standards and policies, Develop delegations and governance frameworks, Perform any and all reasonable tasks given Executive Manager: Corporate Services.

2. Financial Accountant Ref: CATHS05/2019 Salary: R370 252- R501 650 cost to company per annum

Job purpose: To support management in meeting and exceeding the overall objectives for effective, compliant financial statements and reporting within the Cathsseta's Finance Department.

Job Requirements: A Degree in Commerce, Accounting and/or Financial Management or equivalent is a minimum requirement, At least 3 years' experience in a services oriented accounting / finance environment – including debtors administration and reporting ,Professional qualification certification (e.g. SAIPA, SAICA, etc.), Experience in a SETA environment is advantageous

Competency Requirements: Planning and organizing, Compliance, Ability to drive performance, Management of change and uncertainty, Personal resilience, Networking, Analytical skills, Attention to detail, Extensive knowledge of the Skills Development and NQF, Knowledge of the sector and role players

Job Responsibilities: Implement and maintain the relevant management systems, as and when required and optimize controls

3. Coordinator Supply Chain Management X 2 Ref: CATHS06/2019 Salary: R311 653 – R447 521 cost to company per annum

Job Purpose: To assist the SCM Manager oversee and manage the overall SCM operations, including demand and acquisition management

Job Requirements: A National Diploma or Degree in Supply Chain Management or equivalent is a minimum requirement, At least 3 years' SCM experience, Experience in a SETA environment is advantageous.

Competency Requirements: Planning and organizing, Compliance, Ability to drive performance, Management of change and uncertainty, Personal resilience, Networking, Analytical skills, Attention to detail, Extensive knowledge of the Skills Development and NQF, Knowledge of the sector and role players

Job Responsibilities: Assist the SCM Manager to Develop and review, the Supply Chain Management (SCM) systems and policies; and optimize controls and processes, Participate and contribute in the development of SCM strategic and annual performance plans for Cathsseta, Assist in the Development and management of SCM operational plan and ensure implementation thereof, Work together with the SCM Manager to Improve productivity within the area of responsibility and align business activities with strategic and operational plans Assist the SCM Manager to deliver on the Supply Chain Management Strategy thereby: establishing and oversee the functioning of SCM committees (bid specifications, bid evaluation and bid adjudication committees), managing the demand and acquisition management processes, managing vendor contracts, identifying preference points system and appropriate goals per commodity in terms of the legislation, overseeing utilisation of a supplier database, overseeing the bid/quotation process ,overseeing the management of logistics operations, report on SCM information as required to internal and external stakeholders, developing and oversee the implementation of Supplier and Enterprise Development initiatives and ensure monitoring and evaluation thereof, SCM management system for provisioning, procurement, stock control and reporting, Assist with management and implementation of projects within the area of responsibility, Implement recommendations from stakeholders, Perform any and all reasonable tasks given by the SCM Manager.

4. Regional Coordinator, KZN Region (Asherville) Ref: CATHS07/2019: 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.

Job 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: Planning and organizing, Compliance, Ability to drive performance, Management of change and uncertainty, Personal resilience, Networking, Analytical skills, Attention to detail, Extensive knowledge of the Skills Development and NQF, Knowledge of the sector and role players

Job Responsibilities: Implement and maintain the relevant management systems, as and when required and optimize controls

For a detailed information on competency requirements and job responsibilities, visit www.cathsseta.org.za. 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 **Monday, 25th February 2019**. Late applications will not be considered. *Note: Successful candidates are expected to start on or be 25th March 2019. 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.*