



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. Manager Supply Chain Management Ref: CATHS10/2019, Salary: R687 188- R851 917 cost to company per annum

Job Purpose: To oversee and manage the overall SCM operations, including demand, acquisition, disposal, SCM unit performance and risk management.

Job Requirements: A Degree / Diploma in Inance/ Supply Chain Management or equivalent qualification is a minimum requirement, At least 3 years' experience in SCM/Procurement management processes, compliance and regulations governing the SCM in the public sector. More than 2 years' experience in supervisory role involving people management, Experience in the implementation, monitoring and evaluation of projects or procurement initiatives, Experience in a SETA environment is advantageous.

Competency Requirements: Policy development, interpretation and review, Planning and organising, Performance driven, Disciplined and highest level of integrity, Deadline driven, Negotiation skills, Inventory management, Attention to detail and analytical, Emotional intelligent to foster fluid relationships in the work place, Conflict handling and resolution skills, Stress tolerance and adaptability, Able to follow rules and regulation diligently, Knowledge of relevant Public Sector Acts (PFMA, BBBEE codes, Treasury Regulations, PPPFA, etc.)

Job Responsibilities: Develop and review the Supply Chain Management (SCM) systems of internal controls, policies and procedures for optimisation of strong SCM control environment, Participate and contribute in the development of strategic and annual plans for Cathsseta's SCM operations, Prepare and update Annual Procurement Plans for approval by the accounting authority and submission to National Treasury, Prepare the Annual Costs Containment Plan as required by National Treasury, Develop and manage the SCM operational work plan and ensure implementation thereof by all in the SCM unit, Prepare monthly procurement reports and quarterly reports to the accounting authority on progress made on SCM targets and organisational procurement profile, Prepare and submit progress reports for submission to DHET and National Treasury, Improve productivity within the area of responsibility and align SCM business activities with strategic and operational plans of Cathsseta, Provide advice and guidance to the organisation on issues of compliance with regulations and SCM guidelines, risks and new developments on SCM space. Undertake regular supplier performance in consultation with user departments as per contracts signed with suppliers and initiate processes of informing Treasury of any suppliers to be barred from doing business with the public sector, Assist the CFO 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) and arrange annual training for such committees, managing the demand and acquisition management processes in an efficient and effective manner, managing related supplier contracts, managing and maintaining the Cathsseta's asset register , overseeing the development and effective utilisation of a supplier databases ensuring that supplier development and procurement strategy is achieved, overseeing the timely sourcing through the bid/quotation process, overseeing the management of logistics requirements of the Cathsseta, developing and oversee the implementation of the assets disposal plan, 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, utilising SCM management system for provisioning, procurement,

stock control and reporting, Ensure organisation complies with all SCM legislative requirements including the PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act, BBBEE codes, PAJA, etc. Manage the implementation of projects within the area of responsibility.

**2. Regional Coordinator, Eastern Cape Region (King Williams Town) Ref: CATHS11/2019:
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 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.

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 Wednesday, 03 April 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.