



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

1. Executive Assistant Ref: CATHS12/2019 –HEAD OFFICE

Salary: R298 028- R427 007 cost to company per annum

Job Purpose: To provide a comprehensive executive secretarial service to the CEO, provide administrative support and ensure efficiency of his/her workflow.

Requirements: A Secretarial/Administrative/ related certificate is a minimum requirement. At least 5 years' administrative/ secretarial experience, with 2 years in an executive office. Willingness to work overtime, including weekends and public holidays, when required to meet tight deadlines

Competencies Requirements: The incumbent should demonstrate capabilities related to: Planning and organising, Project Management, 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.

Job Responsibilities: Managing the office of the CEO by: Providing high-level administrative support by conducting research, compilation of data and preparation of reports for consideration and presentation where necessary. Consolidating all Senior Management and Executive Management reports for the CEO. Preparing high level statistical reports. Handling information requests. Responding to emails and letters and reports on the CEO's behalf. Performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Prepare confidential and sensitive documents. Manage the CEO's diary, prepare agendas and collect materials for meetings, speeches and conferences, take minutes and keep records of proceedings, coordinate boardroom bookings and ensure that the boardrooms are clean and that refreshments are served, etc. Review, proofread and edit documents prepared for the CEO's signature. Acts as liaison between the CEO and subordinates by transmitting directives, instructions and assignment and following up on status of assignments. Support the CEO in achieving the Office's operational plans. Coordinate events/workshops and external stakeholders (internal departments, travel agencies, external departments and stakeholders). Coordinate and provide end to end project administration in the Office of the CEO. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility Implement internal controls and maintain sound administrative and governance services. Perform any and all reasonable tasks given by the CEO.

2. Manager Learning Programmes Ref: CATHS13/2019–HEAD OFFICE

Salary: R598 138- R710 060 cost to company per annum

Job Purpose: To design the Development, Promotion, Implementation and Registration of Learning Programmes. This role ensures integration, management and consistency of processes of PIVOTAL Programme.

Requirements: Relevant National Diploma or B-Degree is a minimum requirement. A project management qualification and experience is a must. An organisational development experience is a must. At least 8 years' experience in a similar position. 3 years' experience in managing people.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Planning and organising, Attention to detail, Compliance, Ability to drive performance, Management of change and uncertainty, Personal resilience, Networking, Building effective working relationships; Conflict handling, Extensive knowledge of the Skills Development ,NQF Acts and Batho Pele principles, Knowledge of the sector and role players, Knowledge of SETA Management system, Report writing, Problem solving and decision making, Forward thinking, Analytical skills

Job Responsibilities: Participate and contribute in the development of the strategic and annual performance plans for Cathsseta. Develop and manage the operational plans for the area of responsibility and ensure implementation and monitoring thereof. Improve productivity within Learning Programmes and align business activities with strategic and operational plans. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Ensure adherence to the National Skills Development Strategy thereby ensuring: implementation of Learning Programmes (Learnerships, Skills Programmes, WIL, etc.), promotion of qualifications by engaging with various stakeholders and training providers, management of mandatory grants, management of discretionary grants, development of the Learning Programmes reports, Manage stakeholder partnerships through MoUs, particularly Universities, FET colleges and other DHET providers in implementing PIVOTAL programmes, Ensure implementation of Learning Programmes Developmental Plans and closely monitor progress, Coordination and consolidation of regional activities ,Develop the Learning Programmes budget and ensure adherence to budget limits. Ensure development of Delegations and Departmental governance frameworks. Enrich stakeholders and community through lifelong learning opportunities and access to learning. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Manage and implement projects within the area of responsibility, Implement recommendations from stakeholders, Perform any and all reasonable tasks given by Executive Manager: Skills Development.

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 Friday, 10th May 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.*