



## Vacancies- Internal Advert

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. Secretary (Skills Development) to Ref: CATHS15/2019 – HEAD OFFICE

**Salary: R222 463 – R317 726 cost to company per annum**

**Job Purpose:** To provide a comprehensive secretarial service to the Executive Manager: Skills Development, provide administrative support and ensure efficiency of his/her workflow.

**Requirements:** Matric and a Secretarial/ Office Administration Diploma is a minimum requirement. 3 years' secretarial experience, with 1 year in a Senior Management office. Experience in a SETA environment is advantageous.

**Competencies Requirements:** The incumbent should demonstrate capabilities related to: Punctual, reliable and trustworthy, time management, ability to work alone and in a team, awareness of health and safety procedures, Conflict handling, Commitment to stakeholder sensitivity; a reasonable level of fitness.

**Job Responsibilities:** Conduct research, compile data and prepare reports for consideration and presentation by the designated line manager, where necessary. Perform general office duties such as ordering supplies, maintaining records management systems, arranging travel and accommodation, etc. Provide secretarial services and comprehensive admin support for the Office of the Executive Manager: Skills Development. Manage the designate manager's diary, prepare agendas and collect materials for meetings, speeches and conferences, take minutes and keep records of proceedings, provide reception services, boardroom bookings and ensuring that the boardrooms are clean and that refreshments are served, etc. Coordinate and direct budget preparation, personnel and cleaning services/housekeeping. Review, proofread and edit documents prepared for the designate manager's signature. Acts as liaison between the Executive Manager Skills Development and subordinates by transmitting directives, instructions and assignment and following up on status of assignments. Support the Executive Manager: Skills Development in achieving the Office's operational plans. Support the optimisation of the Office. Coordinate events/workshops and external stakeholders (internal departments, travel agencies, external departments and stakeholders). Coordinate and provide end to end project administration within the area of responsibility. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Support the Executive Manager: Skills Development with coordination of the audit process. Perform any and all reasonable tasks given by Executive Manager: Skills Development.

## **2. OFFICER: FACILITIES MANAGEMENT Ref: CATHS29/2018- HEAD OFFICE (Re-advertisement)**

**Salary: R257 718- R376 796 cost to company per annum (non-negotiable)**

**Job Purpose:** To provide assistance in ensuring the day-to-day management and operation of office building and Cathsseta infrastructure through administrative support and maintenance tasks

**Job Requirements:** A relevant National Diploma or equivalent is a minimum requirement, At least 3 years' in Facilities management experience, Experience in a SETA environment is advantageous.

**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:** Manage the upkeep of equipment and supplies to meet health and safety standards. Implement and maintain the facilities management systems and optimise controls and processes. Implement business operations plans successfully for the facilities management area of responsibility. Maintain control of organisational facilities and their efficient usage. Keep records of allocated facilities and their usage. Implement and coordinate projects within the area of responsibility. Coordinate and set up monthly meetings with all related parties, such as Landlord, and subcontractors. Consider and implement recommendations from internal stakeholders in relations to facilities management. Supervise staff facilities and external contractors, Manage building maintenance, Coordinate Cleaning, Security and parking services, ensure that facilities meet government regulations and environmental health and safety standards, Planning and overseeing building work/renovations, Ensure compliance to the Lease agreement with the landlord. Prepare for emergency by creating action plans. Supply facilities needs for the organization. Coordinate intra-office moves. Coordinate and Monitor activities of contract suppliers. Ensure delivery of cleaning stock is of the correct quality and quantity. Ensure efficient utilization of maintenance staff. Conduct and document regular facilities inspection. Supervise maintenance and repairs facilities. Provide a policy framework to guide staff in the management of their facilities and use of CATHSSETA's facilities management system. Manage the Cathsseta fleet of vehicles in regional offices and National office. Monthly reports on pool vehicle management.

**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:hrvacancies01@cathsseta.org.za) to reach CATHSSETA no later than Wednesday, 24<sup>th</sup> July 2019. Candidates must comply with the minimum appointment requirements. CV's should reflect one's degree of compliance with the above mentioned requirements and responsibilities. Late applications will not be considered.

*Appointment will be subject to a compulsory three month probationary period. Remuneration package is not negotiable. CATHSSETA is an equal opportunity employer committed to the principles of Employment Equity. People with disabilities are encouraged to apply. If you have not heard from us within one month after the closing date, please consider your application as unsuccessful. CATHSSETA reserves the right not to make an appointment.*