



## Vacancy

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 invited from the suitably qualified Limpopo Regional staff who are interested in relocating to the national office to apply for the vacancy hereunder.

**1. Skills Liaison Officer, KZN Region - Ref: CATHS16/2019- Salary: R16772,00 per month cost to company per annum (7 Months fixed term contract)**

**Job purpose:** To provide administrative support and coordination of Learner Placements in the Sector. To act as a liaison between Cathsseta and Beneficiaries.

**Job Requirements:** A three-year post matric qualification at NQF level 7 and/or National Diploma or Degree in Education or Social/Management Sciences or equivalent. Valid Drivers' license and willingness to travel. At least two to three years' experience in facilitation and administration of grants or learning programmes. Experience and understanding of the SETA landscape will be an added advantage

**Minimum competency requirements:** The incumbent should demonstrate capabilities related to: Planning and organising, 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; High level of compliance to policies and procedures, planning and organising.

**Job Responsibilities:** Implement and achieve the strategic and annual performance plans relating to the 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, conducting roadshows/engage with stakeholders on application of discretionary grants, allocate/distribute shortlist letters, validate applications and check document compliance, conduct site visits where necessary to ensure that valid applicants are awarded grants, conduct the stakeholder induction, monitor and evaluation the allocation processes of Discretionary Grants, manage and maintain the database, Process applications and communicate decisions taken to stakeholders. Coordinate and provide end to end project administration within the area of responsibility. Maintain stakeholder partnerships. Interface with SMMEs, develop action plans where necessary and provide support in implementation of action plans. Monitor and report progress.

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 Sunday, 18 August 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. 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.*