



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). Cathsseta has the following positions available.

1. Chief Financial Officer Ref: CATHS05/2020 (Fixed Term Contract)

Job Purpose: To formulate and execute CATHSSETA's financial strategy, policies and guidelines, that supports the commercial success, compliance to PFMA and related finance principles as well as managing the introduction of financial best practice's governance, accounting and treasury standards in accordance with the Public Finance Management Act that will ensure CATHSSETA's long-term financial viability and sustainability.

Requirements: A Chartered Accountant; and Member of SAICA. 5-8 year's experience within financial strategic leadership; Experience in a similar position will be an added advantage. At least 3 year's in Public Service environment will also serve as an added advantage

Competencies Requirements: The incumbent should demonstrate capabilities related to: Excellent knowledge and understanding of National Treasury's supply chain guidelines, principles and procedures. Excellent knowledge and understanding of relevant legislation and regulations (e.g., NCA, 34 of 2005; STIA and LTIA, 1998; FIS Act 2002. Companies Act, PFMA, Tax legislation). Excellent Knowledge and understanding of accounting and auditing standards (GAAP, GRAP, IFRS, IAS)". Excellent Knowledge and understanding of corporate governance. Excellent Knowledge and good understanding of Batho Pele principles. Excellent knowledge of White Paper on Post School Education and Training. Excellent knowledge of National Skills Development Plan (NSDP), NDP, NSDS. Excellent knowledge and understanding of Labour Relations Act. Excellent knowledge of Quality Assurance Standards and Norms

Job Responsibilities:

Formulation of the CATHSSETA Financial Strategy and guide the Board. Oversee Budget development and PFMA's compliance. Oversee supply chain and related transactions Compliance, Reporting and financial statements for auditing. Guide Financial Planning with CATHSSETA. Guide management on management accounting and statutory reporting. Policies, Systems and Governance Processes. Compliance and Risk Management. People Management and Leadership

2. Executive Manager: Corporate Services Ref: CATHS06/2020 (Fixed Term Contract)

Job Purpose: To lead and manage CATHSSETA with seamless and integrated Corporate Services which include all aspects of HRM in a one-stop-shop, information technology and knowledge management. Legal support and administrative functions to ensure organisational efficiencies at all times; while providing strategic direction to all Corporate Services work streams for CATHSSETA.

Requirements: Post graduate qualification in Social Science/ Business/Public Management/ Industrial Psychology is a minimum requirement. Master's degree or studying towards one will be an added advantage. 3-5 year's experience at a Management level. An experience in a similar position will be an added advantage. At least 10 year's experience in a Public Sector.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Excellent knowledge of the PFMA, PPPFA and other relevant legislation. Excellent knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP), SETA Grant Regulations. Excellent knowledge of Skills Development, NQF Acts. Excellent Knowledge and good understanding of Batho Pele principles. Excellent knowledge and application of Workplace Based Learning Programmes Regulations. Excellent knowledge White Paper on Post School Education and Training. Excellent knowledge National Skills Development Plan (NSDP), NDP, NSDS. Excellent knowledge & Understanding of Labour Relations Act. Excellent Knowledge of SETA Management system. Excellent knowledge of Quality Assurance Standards and Norms

Job Responsibilities:

Provide strategic leadership to the Corporate Services division. Develop, implement and manage the Corporate Services strategy. Aligned Financial Management. Policies, Systems and Governance Processes. Compliance and Risk Management. Social Investment

3. Executive Manager: Learning Programmes Ref: CATHS07/2020 – (Fixed Term Contract)

Job Purpose: To formulate and execute CATHSSETA's Learning Programmes and Skills Plan strategy, policies and guidelines, that supports the Skills Development and accessibility to beneficiaries wherever beneficiaries are located, through Optimum use of "Client Contractor" Model based on Specialization spread that covers CATHSSETA's mandate and meets beneficiaries' reasonable expectations. Ensures adequate Skills Development Strategic and Operational implementation with excellent Quality Controls that inculcate excellent goals and objectives implementation and performance.

Requirements: Post-graduate qualification in Business Administration or related field. Master's degree or studying towards one will be an added advantage. Project Management Certificate or equivalent is required. 3-5 year's experience at a Management level, 10 year's Skills Development experience of which 3 year's should be in a SETA environment. Experience in a similar position will be an added advantage.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Excellent knowledge of the PFMA, PPPFA and other relevant legislation. Excellent knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP), SETA Grant Regulations, Excellent knowledge of Skills Development, NQF Acts. Excellent Knowledge and good understanding of Batho Pele principles. Excellent knowledge and application of Workplace Based Learning Programmes Regulations. Excellent knowledge White Paper on Post School Education and Training. Excellent knowledge National Skills Development Plan (NSDP), NDP, NSDS. Excellent Knowledge of SETA Management system. Excellent knowledge of Quality Assurance Standards and Norms.

Job Responsibilities:

Providing Strategic leadership and Implementation of the Learning Programmes as per SSP and NSDS. Skills Development Strategy and implementation. Oversee Targeted Groups Skills development and % impact. Sector Partnerships to facilitate learning. Implementation of Quality Assurance and Quality Management Systems. Overseeing Management of Grants, Bursaries and related support. Aligned Financial Management. Policies, Systems and Governance Processes. Compliance and Risk Management. Social Investment

4. Executive Manager: Research, Monitoring and Evaluation Ref: CATHS08/2020 – (Fixed Term Contract)

Job Purpose: To provide the research, monitoring and evaluation services, direction and cohesion of research for inputs into Corporate strategy' design, development and to implement Institutional Corporate Performance. Ensure that corporate strategy and its implementation is in accordance with the set standards and meets CATHSSETA Board's expectations. To guide the Monitoring, Evaluation and Reporting on Performance Information while coordinating Impact Evaluation

Requirements: A Masters' Degree in Education/ HRD/ or Policy Development and Analysis Policy, Research, Monitoring and Evaluation experience is highly recommended. 3-5 year's experience at Management level. 10 year's Skills Development/Education experience. Policy, Research experience is compulsory. Experience in a similar position will be an added advantage

Competencies Requirements: The incumbent should demonstrate capabilities related to: Excellent knowledge of the PFMA, PPPFA and other relevant legislation. Excellent knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP), SETA Grant Regulations, Excellent knowledge of Skills Development , NQF Acts. Excellent Knowledge and good understanding of Batho Pele principles. Excellent knowledge and application of Workplace Based Learning Programmes Regulations. Extensive knowledge and understanding of Business Analytic Extensive knowledge and understanding Research Theories and Methodologies. Excellent knowledge National Skills Development Plan (NSDP), NDP, NSDS. Excellent Knowledge of SETA Management system. Excellent knowledge of Quality Assurance Standards and Norms

Job Responsibilities:

Providing Strategic leadership and Implementation of Evaluation and Monitoring. Implementation of Monitoring and Evaluation Programmes. Aligned Financial Management. Policies, Systems and Governance Processes. Compliance and Risk Management. Social Investment. Policies, Systems and Governance Processes. Compliance and Risk Management. Social Investment

5. Supply Chain Manager Ref: CATHS09/2020 (Fixed Term Contract)

Job Purpose: To formulate and drive a consistent approach towards all sourcing and purchasing within CATHSSETA, ultimately ensuring that value for money is maximized and cost savings are generated adhering to appropriate formalised policies, compliance and procedures across the Supply Chain unit.

Requirements: A Degree / Diploma in Supply Chain Management or equivalent qualification is a minimum requirement. A post graduate qualification in Supply Chain Management or Procurement or equivalent qualification would be an added advantage. 4 - 6 year's experience as a SCM/Procurement manager of which. 3-4 year's as a purchasing agent or procurement officer. Experience in the implementation, monitoring and evaluation of projects or procurement initiatives. 3 year's experience in a SETA environment is advantageous

Competencies Requirements: The incumbent should demonstrate capabilities related to: Excellent knowledge and understanding in the Public Sector Acts (PFMA, BBBEE codes, Treasury Regulations, PPPFA, etc.) Excellent knowledge and understanding on Policy analysis and interpretation. Excellent knowledge and understanding on Contracts and SLA management. Understanding of GRAP Standards. Knowledge of Logistics and purchasing management. Conversant with market analysis, research tools and techniques

Job Responsibilities:

Strategy Inputs and implementation. Procurement Management. Supply Chain Management. Asset Management. Financial planning and Management. Management of relevant systems, policies and Governance process. Provide Management of the Division.

Please refer to Cathsseta website for the complete Job Descriptions at www.cathssetta.org.za

Applications must be accompanied by a signed application form and a detailed CV. Applications can be submitted electronically via e-mail to hrvacancies01@cathssetta.org.za to reach CATHSSETA no later than Sunday, 28th June 2020. Late applications will not be considered. *Should you not hear from CATHSSETA within one month of the closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*