



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. Senior Governance Specialist Ref: CATHS02/2020 –HEAD OFFICE (3 Months fixed term contract)

Job Purpose: To support and complement the CEO, Cathsseta Board and its sub-Committees. To promote and maintain the highest standards of administrative processes and corporate governance so that CATHSSETA operates efficiently and in accordance with all statutory and legal provisions.

Requirements: Relevant qualification in Legal/Governance/Administration or equivalent, at least 5-10 years' experience in a variety of secretarial and/or legal advisory capacities or as a Governance Specialist, CIS Certification or equivalent would be an added advantage and experience in a SETA environment is advantageous.

Competencies 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; Strong interpersonal skills, excellent communication and reporting capability, Commitment to achieving goals; Policy interpretation and review.

Job Responsibilities: Design of the Governance Team Strategy and Plan and take ownership of delivery where appropriate. Ensure that all Board and Committee members and management adhere to the highest governance standards as detailed in the second King Report and operate within an authority framework approved by the Board. Ensure statutory and regulatory disclosures are validated. Establish an integrated internal control system and implement internal controls. Develop a Board Training and Development Programme and ensure that Board members are invited and attend the relevant training suitable to their training needs. Take lead in the organising of Board and Board Committee meetings, and ensure that quorum exist for those meetings. Accurately Draft Board minutes and Board and Committee meetings resolutions and matters arising, as well as to ensure that they are circulated and reported on by the respective executives timeously. Communicate Board resolutions to Executive Management and ensure that Board resolutions are implemented. Providing direct advice and guidance to chairs and members in meetings on matters relating to regulation, governance and constitution. Maintaining Board/Committee programmes of work ensuring that the business of each meeting supports the Board/Committee in carrying out their agreed responsibilities. Ensure sound administrative and governance services. Directly engaging with senior stakeholders to generate fit for purpose meeting agendas. Reviewing submitted reports and directly engaging with authors across the Executive Team providing advice and support to assist them in achieving reporting standards. Overseeing the collation and circulation of meeting packs. Establishing and maintaining close and positive relationships with relevant

Board/Committee members, acting as the first point of contact for advice. Actively monitor the regulatory and operating environment, identifying matters which may impact on the business and designing appropriate action plans to ensure continued compliance and best practice. Design and ensure the delivery and appropriate induction programme for all new members of the Board. Give input into the development of the Business Unit budget and manage the allocated funds within the area of responsibility

2. Governance Junior Specialist Ref: CATHS03/2020–HEAD OFFICE (3 Months fixed term contract)

Job Purpose: To support the Senior Governance Specialist in delivering company secretarial services across the CATHSSETA and to perform such tasks as are required to maintain effective and efficient group governance.

Requirements: CIS or relevant BCOM Degree. At least three years' experience in a similar position. Experience in SETA environment is advantageous.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Planning and organising, Attention to detail, Extensive experience of meeting support services including report writing and minute taking; Conflict handling, An understanding of and commitment to operating with integrity and in a confidential and discreet manner; work efficiently under pressure and consistently meet tight deadlines, High level of compliance to policies and procedures.

Job Responsibilities: Set and manage meeting date schedules for all Board and Committees working with the Governance Administrator to achieve efficient diary management. Act as secretariat to specified Committees ensuring that they adhere to governance policy, protocols and standards. Providing direct support at meetings including minute-taking. Maintaining Board/Committee programmes of work ensuring that the business unit of each meeting supports the Board/Committee in carrying out their agreed responsibilities. Directly engaging with senior stakeholders to generate fit for purpose meeting agendas. Reviewing submitted reports and directly engaging with authors across the CATHSSETA providing advice and support to assist them in achieving reporting standards. Ensure the collation and circulation of meeting packs. Capturing the outcomes of meetings and taking responsibility for communicating these throughout the business, obtaining updates from action owners and preparing a report on the status of completion. With the support of the Governance Administrator, carrying out all necessary tasks to formalise new appointments. Respond promptly and positively to requests for service, information and advice from Board/Committee Members and colleagues.

3. Governance Administrator Ref: CATHS04/2020–HEAD OFFICE (3 Months fixed term contract)

Job Purpose: To provide clerical and administrative support to the Senior Governance Specialist in delivering company secretarial services across the CATHSSETA.

Requirements: National Diploma in Public Administration or equivalent. At least two years' experience in a similar position. Experience in SETA environment is advantageous.

Competencies Requirements: The incumbent should demonstrate capabilities related to: Planning and organizing, Attention to detail, Extensive experience of meeting support services including report writing and minute taking; Conflict handling, An understanding of and commitment to operating with integrity and in a confidential and discreet manner; work efficiently under pressure and consistently meet tight deadlines, High level of compliance to policies and procedures.

Job Responsibilities: Liaise with the CEO's Executive Assistant and executive manager's secretaries, to ensure that the agendas for Board and Committee meetings are agreed well ahead with the relevant executives and non-executive Chairs and are all uploaded on schedule. Schedule all Board and Committee and Management Committee meetings, send out all approved Board and Committee meeting packs, preparing agendas, compiling and distributing of board packs, capturing the outcomes of meetings and taking responsibility for communicating these throughout the business, obtaining updates from action owners and preparing a report on the status of completion. Minute taking at Manco or other meetings, as requested, reflecting the key elements of discussions, decisions taken and actions arising. Maintain Board records and ensuring compliance with legal requirements. Maintain well organised and accessible records for all Board Secretariat documentation. Production of statistical data and reports for the unit.

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 Thursday, 25th June 2020. 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.*