

JOB DESCRIPTION

DESIGNATION	CHIEF EXECUTIVE OFFICER
Designation Number	
Reporting to	THE BOARD
Division	CEO'S OFFICE
Business Unit	CEO'S OFFICE
Department	CEO'S OFFICE
Office Location	HEAD OFFICE
Compiled by	HUMAN RESOURCES
Approved by	
Status	FINAL
Sources	Source documentation
Grade	E1

PURPOSE

To lead and oversee the design, alignment and implementation of CATHSSETA strategy so as to support the Accounting Authority – the Board in defining and managing the organisational strategy to realise both its legal and mandatory obligation

Key Performance Area

Lead and guide strategic direction

Performance Outputs

- Provide strategic leadership in the overall conceptualisation and development of CATHSSETA's business strategy through:
- Overseeing the formulation and development of the medium- and long-term strategic objectives
- Oversee and direct the implementation of the strategy so that all directorates are well-coordinated to achieve corporate strategy targets

Skills Development Management

- Ensure the development of Institutional annual performance plans and oversee implementation with clearly defined and measurable performance targets across all directorates

Corporate Performance Evaluation and Monitoring

- Ensure the design of the monitoring and evaluation, research, and learning framework of the organisation.
- Oversee the development of a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Programmes and Projects.

Corporate Policies and Accounting to the Board

Oversee development and implementation of sound CATHSSETA policies and procedures pertaining to all directorates in alignment to the relevant acts and regulations to ensure that CATHSSETA operates within the confines of good governance, guidelines and reliable policies to enable:

- Compliance and adherence to the relevant legislations, codes, policies and procedures.
- Access to relevant and reliable information.
- Accurate and timely reporting to the CATHSSETA Board; and
- Timely implementation of the effective risk management and mitigation plans to ensure that the division's corporate governance is in line with CATHSSETA's mandate at all times.

Guide Financial Planning with CATHSSETA

Leads executive management and guides financial reporting on the financial health of CATHSSETA to the Board at regular intervals; oversees the provision of interim and Annual Report for distribution to the Board, shareholder and other stakeholders; and ensures that the content of the information contained in the Annual Report complies with regulatory requirements.

Oversee Finance and the Supply Chain Management

- Oversee the development of the Finance management and Supply Chain Management systems and policies and optimize controls and processes.

Compliance, Reporting and financial statements for auditing

- Prepare GRAAP and PFMA compliant annual financial statements and other mandatory financial management reports.
- Prepare and report financial results to Board of Directors and when required to do so. Oversees the treasury and cash management for CATHSSETA and ensure that accurate and timeous reporting of the Audited Annual Financial Statements are in accordance with GAAP, GRAP and International Standards as required.

Guide management on management accounting and statutory reporting

- Leads and manages the CATHSSETA management accounting, budgeting and forecasting plans and processes by:

- Providing and approving budget guidelines for CATHSSETA to ensure that the annual budgeting and forecasting process are aligned across CATHSSETA.
- Reviews Operational and Capital budgets and present to the CEO, thereafter to the Board and Executive team.
- Reviews returns on capital investments to assess benefit thereon; and
- Reviews management accounts and analyses for reporting and adjustment purposes and provides guidelines to Executive Committee for planning purposes.
- Leads and guides executives and management regarding Statutory Reporting and ensures that Financial Statements on technical and projects accounting are done according to agreed standards; are accurate and timeous for financial reporting on both macro and micro-levels according to the required format and ready for presentation to relevant committees:

Policies, Systems and Governance Processes

- Lead and guide CATHSSETA's operational policies according to legislation and procedures; formulates approval of policies on budgeting, project financing, accounting, cost and management accounting, systems accounting, the compilation of statistics and the preparation of financial and cost reports, the control and protection of inventories and other assets and related reporting.
- Ensure implementation and monitoring of internal control systems and organisational policies

Compliance and Risk Management

Ensures proper implementation and compliance to Risk Management Strategy and oversee implementation in respect of the following:

- CATHSSETA risk management.
- CATHSSETA Compliance.
- CATHSSETA Internal Audit; and
- CATHSSETA Corporate Governance.

Institutional Leadership

- Ensure a positive and constructive culture
- Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team
- Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and

talent retention. Monitor implementation of (IDPs/ILPs)

- Coach and/or mentor subordinates, where required
- Ensure management, review and specify an efficient and effective utilization of resources
- Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service

QUALIFICATIONS

- Post graduate qualification in Business Administration or related qualification
- A Master's degree or studying towards one will be an added advantage.
- Project Management Certificated or equivalent is required

EXPERIENCE:

- 5-8 years' experience in a Senior Management level
- Experience in a similar position will be an added advantage including engagement with Board and senior public servants,
- SETA experience an added advantage.

KNOWLEDGE REQUIRED

- (i) Excellent knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP), SETA Grant Regulations,
- (ii) Excellent knowledge of Skills Development , NQF Acts
- (iii) Excellent Knowledge and good understanding of Batho Pele principles
- (iv) Excellent knowledge White Paper on Post School Education and Training
- (v) Excellent knowledge National Skills Development Plan (NSDP), NDP, NSDS
- (vi) Excellent knowledge & Understanding of Labour Relations Act
- (vii) Excellent knowledge of Quality Assurance Standards and Norms
- (viii) Excellent knowledge and understanding of National Treasury's supply chain guidelines, principles and procedures
- (ix) 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)
- (x) Excellent Knowledge and understanding of accounting and Auditing standards (GAAP, GRAP, IFRS, IAS)"
- (xi) Excellent Knowledge and understanding of corporate governance
- (xii) Knowledge of Skills Development legislation (Skills Development Act, Skills Levies Act and National Qualification Framework Act

TECHNICAL SKILLS

- (xiii) Excellent Financial management and reporting
- (xiv) Excellent MS, MS Project
- (xv) Excellent Financial Reporting & Budgeting Skills
- (xvi) Excellent presentation Skills

LEADERSHIP COMPETENCIES

- i. Corporate Governance and Performance
- ii. Strategic Focus and Leadership
- iii. Change and Transformational Management
- iv. Relationship Building and Partnership

CORE COMPETENCIES

- (xxi) CATHSSETA knowledge and commitment
- (xxii) Integrity, Ethical Behaviour & Emotional Stability
- (xxiii) Client/Customer Focus & Loyalty

v. Conceptual and Critical Thinking

(xxiv) Innovation & Initiative

GENERIC COMPETENCIES

(xvii) Project Management

(xviii) Impact Communication

(xix) Financial Management

(xx) Techno savvy

POSITION MEASURES

ORGANOGRAM

Financial Measures

Unit Measures

People Measures

07

Indirect Reports:

TBC

3rd Party Staff

TBC

Incumbent

Line Manager

HR Representative

Date Signed

