



## Detailed Terms and Conditions: 07 Feb 2021 Advertised 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).

Applications for the various positions listed below are hereby invited from suitably qualified persons for a period not exceeding the SETA's license period. **The prospective applicants are to note the following:**

- CATHSSETA is an equal opportunity employer committed to principles of Employment Equity.
- It is the responsibility of the applicants to familiarize themselves with the specific details of the positions they are applying for.
- Please refer to CATHSSETA website for the complete Job Specifications at [www.cathssseta.org.za](http://www.cathssseta.org.za).
- Applications must be accompanied by a **signed application form** (attainable from the website) indicating the position you are applying for and a **detailed CV**.
- Applicants are to submit their applications ELECTRONICALLY ONLY **via e-mail to [hrvacancies01@cathssseta.org.za](mailto:hrvacancies01@cathssseta.org.za)**.
- Correspondence will be limited to successful candidates only.
- Persons with disabilities are strongly encouraged to apply.
- Short-listed candidates will be subjected to screening and security vetting to determine their suitability for employment, including but not limited to: Criminal records; Citizenship status; Credit-worthiness; Previous employment (reference checks); and Qualification verification.
- It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).
- CATHSSETA reserves the right to subject shortlisted applicants to psychometric evaluation in accordance with its policies.
- All shortlisted candidates will be expected to avail themselves for an interview at CATHSSETA's convenience.
- CATHSSETA reserves the right not to make an appointment.
- Any queries may be directed telephonically to 011 217 0600 prior 16h00 on the closing date.
- **Applications are to reach CATHSSETA by 16h00 on the 21 February 2021. Any applications received thereafter will be disqualified and not considered.**
- If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.
- Failure to comply with **all** the stipulated terms and conditions will render your application invalid.

### AVAILABLE POSITIONS

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|--------------------------------------|-------------------|
| 1. Senior Administrator              | Ref: CATHS02/2021 |
| 2. Board Secretary                   | Ref: CATHS03/2021 |
| 3. Assistant Board Secretary         | Ref: CATHS04/2021 |
| 4. Skills Liaison Officer – WC/EC/NC | Ref: CATHS05/2021 |