



Advertisement for Vacancy

Applications listed below are hereby invited from suitably qualified persons for a period not exceeding the SETA's license period.

BACKGROUND

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).

POSITION: Assistant Board Secretary

REFERENCE NUMBER: CATHS04/2021

DURATION: Fixed Term Contract for the duration of the SETA license

JOB GRADE:

TCTC: R 397 280.00 per annum (*All-inclusive package*)

REPORTS TO: CEO

Job Summary

To support the Board Secretary in delivering secretarial and governance services to the Board and the entire CATHSSETA and to perform such tasks as are required to maintain effective and efficient group governance.

Key Performance Areas and Responsibilities

Manage meeting schedules for the Board, Committees and Executive Management. Act as secretariat to specified Committees as and when assigned by the Board Secretary. 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. 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. Timely prepare minutes and Action Plans for the Committee meetings. Communicate Board resolutions on behalf of the Board Secretary to Executive Management and track implementation. Maintain Board and Committees' resolutions tracker, reviewed by the CEO and share them within three (3) calendar days after the meeting with management and Committees. Prepare meeting reports on behalf of the Chairpersons of the Committees to which he or she provided secretariat service. Undertake logistical and administrative functions such as travel, accommodation and subsistence claims are effectively coordinated. Carrying out all necessary tasks as directed by the Board Secretary and promptly respond to requests for service, information and advice from Board/Committee Members. Establishing and maintaining close and positive relationships with relevant Board/Committee members as well as external stakeholders. Keep historical records pertaining to the Board's decisions are safely kept in accordance with the legislative requirements. Assist the Board Secretary in the coordination of induction programme for all new members of the Board and other governance. Coordinate training and development for the members of the Board. Administer disclosures of interest at the start of every meeting and main registers thereof. Assist the Board Secretary to review the Board Charter and Terms of Reference of various Committees are periodically reviewed. Assist the Board Secretary to conduct desktop research on governance related matters. Assist the Board Secretary in the coordination of the Annual General Meeting (AGM) and other events in conjunction with the CEO.

Qualifications, Skills, Experience and Attributes

Matric plus bachelor's degree in Business Management or Public Administration or equivalent qualification at National Qualifications Framework Level 7. Minimum of three (3) experience in Assistant Board Secretariat role or rendering administrative support to the Board. Drivers' license. Certificate in corporate governance or Chartered Secretary will be an added advantage. Experience in a SETA environment is advantageous. 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.

Applications are to reach CATHSSETA by 16h00 on the 21 February 2021. Any applications received thereafter will be not considered.

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 Descriptions at www.cathsseta.org.za. Applications must be accompanied by a signed application form indicating the position you are applying for and a detailed CV. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to hrvacancies01@cathsseta.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. Any queries received after the cut off will not be responded to. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful