



## 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: Board Secretary

REFERENCE NUMBER: CATHS03/2021

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

**JOB GRADE:**

**TCTC:** R 676 579.00 per annum (*All-inclusive package*)

**REPORTS TO:** CEO

### Job Summary

To provide governance related and secretariat services to the Board and its Committees as well as the entire CATHSSETA.

### Key Performance Areas and Responsibilities

Serve as the champion for good corporate governance throughout the entity. Ensure effective and efficient coordination of Board and Committee meetings and ensure that quorum exist for every meeting. Prepare agendas for Board and Committees' meetings and ensure that meeting packs are timely dispatched to the members. Timely prepare minutes and Resolution Register for each Board or Committee meeting. Prepare meeting reports on behalf of the Chairpersons of the Committees. Communicate board resolutions to Executive Management and ensure that Board resolutions are implemented. Develop and maintain the Board and Committees' resolutions tracker, reviewed by the CEO and share them within three (3) calendar days after the meeting with management and Committees. Ensure that all the historical records pertaining to the Board's decisions are safely kept in accordance with the legislative requirements. Reviewing submissions from the Management and directly engage with the CEO and/or Executives to seek clarity where necessary, so as to assist the Board members to take informed decisions. Establish and maintain close and positive relationships with relevant Board and Committee members as well as external stakeholders. Actively monitor the regulatory and operating environment and identifying matters which may require the attention of the Board to take action. Effectively coordinate and ensure that appropriate induction programme for all new members of the Board and other governance. Develop a Board Training and Development Programme and ensure that Board members are invited and attend the relevant training suitable to their training needs. 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 recorded in all meetings. Coordinate Annual Board Performance Evaluations. Maintain ongoing communication with the Board and Committees' Chairpersons and CEO to keep them abreast of ongoing developments within the sector. Serve as the contact for the Board and on behalf of the Board liaise with the external stakeholders such as the Office of the Minister of Higher Education, Science and Innovation, Director-General of Department of Higher Education and Training (DHET), Portfolio Committees which the CATHSSETA reports to, Chairpersons of other SETAs and Captains of the industry etc. Ensure that the Board Charter and Terms of Reference of various Committees are periodically reviewed and approved by the Board. Conduct legislative research and regulatory developments to inform policy changes and advise to the AA to ensure compliance. Effectively and efficiently manage all resources allocated to the Unit. Ensure that logistical and administrative functions such as travel, accommodation and subsistence claims are effectively coordinated. Manage the Board budget, reviews and ensure the effective administration of Board expenditures. Prepare for the Annual General Meeting (AGM) and other events in conjunction with the CEO.

### Qualifications, Skills, Experience and Attributes

Matric plus a LLB Degree or equivalent relevant qualification plus minimum of 5 years' experience in rendering secretarial or governance related service to the Board of Directors in a public entity of which 3 years should be as a Board Secretary or Assistant Board Secretary. Admission as an Attorney or Advocate is a requirement. Drivers' license required. Experience in a SETA environment is advantageous. Ability to interpret and explain written organisational policies and procedure. Paying attention to detail. Ability to work with difficult individuals. Required to work extensive hours • Maintain high level of confidentiality in handling information, including sensitive information. Being flexible and being able to multi-task. Required to meet tight deadline.

**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](http://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](mailto: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