



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: Skills Liaison Officer WC / EC Region

REFERENCE NUMBER: CATHS05/2021

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

JOB GRADE: C1

TCTC: R 262, 395.03 per annum (All inclusive package)

REPORTS TO: Regional Manager- Cape (NC, WC, EC)

Job Summary

The position will provide administrative support and coordination of Discretionary Grants Funding and Administration, including general secretarial support, also acts as a liaison between Cathsseta and beneficiaries.

Key Performance Areas and Responsibilities

Implement and achieve the strategic and annual performance plans relating to the area of responsibility. Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations. Adhere to the Sector Skills Development Plan and Strategy. Conduct roadshows/engage with stakeholders on application of discretionary grants, allocate/distribute shortlist letters, validate applications and check document compliance. Conduct site visits where necessary to ensure that valid applicants are awarded grants, conduct the stakeholder induction, monitor and evaluation the allocation processes of Discretionary Grants, manage and maintain the database, Process applications and communicate decisions taken to stakeholders. Coordinate and provide end to end project administration within the area of responsibility. Maintain stakeholder partnerships. Interface with SMMEs, develop action plans where necessary and provide support in implementation of action plans. Monitor and report progress.

Qualifications, Skills, Experience and Attributes

National Diploma Business Management/Administration or equivalent is a minimum requirement. 2-3 years' experience in Project Administration is a must. At least 2-3 years' experience in Administration/Management. 1-2 years' experience and understanding of SETA learning programmes environment. Planning and organizing. Impact Communication. Financial management. Quality Concern & Attention to detail. Customer focus. Records and archives management.

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