



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: Senior Administrator

REFERENCE NUMBER: CATHS02/2021

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

JOB GRADE: C3

TCTC:

R 354 636. 75 per annum (*All-inclusive package*)

REPORTS TO: CEO

Job Summary

To provide day-to-day administrative and secretarial support to the Chief Executive Officer.

Key Performance Areas and Responsibilities

Co-ordinate events/workshops and external stakeholders. Arrange travel for the CEO, both local and international. Prepare travel and subsistence claims for the CEO. Implement and maintain the Batho Pele principles through a caring, accessible and accountable service. Provide Administrative services and comprehensive admin support for the Office of the CEO. Ensure that CEO's meeting packs for Board and Committee meetings are packages few days prior to the meetings. Review, proof read and edit documents prepared for the CEO's signature. Acts as liaison between the CEO and direct reports by transmitting directives, instructions and assignment and following up on status. Support the CEO in achieving the Office's operational plans. Ensure that Annual Meeting Calendar for the Management Structures are in place and timely communicated to the Management Team. Continuously liaise with the Board Secretariat to ensure that the Annual Meeting Schedule is synchronised with that of the Board. Send out meeting invites to participants. Collate and circulate meeting packs five working days prior. Arrange venue or virtual platform for the meeting. Prepare draft agenda to be shared with the CEO for sign-off. Take minutes during the meeting. Prepare a resolution register and an action tracking tool. Follow up on resolutions taken during the meetings. Assist with the preparation of meetings attendance claims for Board members as and when required. Ensure that all activities undertaken are within the allocated budget. Monitoring of monthly expenditure against allocated budget. Coordinate the procurement of goods and services within the CEO's Office. Ensure that all assets allocated to the Office of the CEO are effectively managed and no movement takes place without following due process. Implement and maintain initiatives that ensures cost savings. Maintain initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the area of responsibility. Assist the travel arrangements for Board members as and when required. Document and Records Management. Receive incoming mail, scrutinise and direct it to the relevant departments and units if it does not require the attention of the CEO. Ensure that all submissions and document that are received by the CEO's are recorded and allocated numbers once the CEO has attended to them. Keep register of incoming and outgoing mail. Ensure that all submissions that have been approved are scanned and safely stored.

Qualifications, Skills, Experience and Attributes

Matric plus Secretarial or Office Administration Diploma (NQF level 6) is the minimum requirements. Possession of 5-6 years' Secretarial experience and a certificate in Microsoft Office. 3-5 years' experience working with a Head of a Public or Private sector institution. Driver's license will be an added advantage. Planning and organising. Impact Communication. Financial management. Conflict management. Multi-tasking. Ability to work with people from various background. Paying attention to detail. Customer focus and orientation. Demonstrate honesty and integrity. Ability to communicate with stakeholders at strategic level. Ability to collate and consolidate progress reports on behalf of the CEO.

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