



Vacancies

Culture, Arts, 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). Cathsseta has the following positions available.

Job Title: Board Secretary (Re-advertisement)

Salary Package: R676 579, 00 (Total Cost to Company) Not negotiable

Job Grade: D1 of Patterson Grading System

Position Reports to: CEO (Administratively)

Location: Head Office, Killarney

Job Purpose

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

Education and Experience

Matric plus a LLB Degree rated at National Qualifications Framework (NQF) Level 8 plus a minimum of five (5) years' experience in rendering corporate secretarial services to governance structures in a public institution. Experience as a Board Secretary is desirable. Drivers' license required. Admission as an Attorney or Advocate will be an advantage. Experience in a SETA environment is an added advantage.

Job 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.

Knowledge and Skills

Excellent understanding of legislative and regulatory frameworks governing skills development. Knowledge of Corporate Governance. Interpersonal skills. Written communication. Planning and organising. Policy development. Report writing. Coordination and facilitation. Analytical. Problem solving. Innovation. Strategy development and implementation. Time management. Conflict handling. Negotiation. Financial management. People management and development. Project management.

Competencies and Attributes

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 must be accompanied by a signed application form and a detailed CV.

Applications can be submitted electronically via e-mail to hrvacancies01@cathsseta.org.za to reach CATHSSETA no later than 14 March 2021. Late applications will not be considered. *Should you not hear from CATHSSETA within one month of closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*