



Re- advertisement of 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: REGIONAL MANAGER: WC/EC/NC

REFERENCE NUMBER: CATHS06/2021

DURATION: Fixed Term Contract for the duration of the SETA license
JOB GRADE: D2
TCTC: R 755 844, 13 per annum (*All inclusive package*)
REPORTS TO: Executive Manager – Learning Programmes

Job Summary

To facilitate, implement and promote Learning Programmes and create awareness of CATHSSETA programmes, implementation and monitoring of qualifications and implementation thereof. To manage of PIVOTAL and NON-PIVOTAL Programmes at regional level.

Key Performance Areas and Responsibilities

Contribute to the development of the strategic and annual performance plans for CATHSSETA. Align business activities with divisional strategic plans. Ensure adherence to the Sector Skills Development Plan Strategy and thereby: Create awareness and assist in the coordination of the development of qualifications, Promote qualifications by engaging with various stakeholders and training providers, Manage service providers in managing the registration of Learners on the SETA Management System, Manage the issuing of certificates/SOR for Learners, Manage Learning Programmes improvement and facilitation, Provide support in the identification of workplaces for practical work experience, Develop reports and improvement plans, Manage and coordinate the implementation of Learning Programmes (Learnerships, Skills Programmes, WIL, etc.) Facilitate the allocation of learning programmes, Monitor service provider performance against signed contract, Ensure that performance information is in line with the approved SOP, Ensure that data reported is quality assured and accurate before reporting, Ensure payment is aligned as per the signed contract deliverable, Ensure continuous monitoring and evaluation of projects throughout its lifecycle, Ensure that there is quarterly and closeout reports, Ensure proper and systematic filling, Monitor and evaluate implemented Learning Programmes projects, Maintain and monitor the performance information system. Develop and manage the operational plans for the area of responsibility and ensure implementation and monitoring thereof. Improve productivity within the Regional office. Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations. Implement, manage, monitor and evaluate projects within the area of responsibility. Establish and manage stakeholder partnerships through MoUs, particularly Universities, FET colleges and other DHET providers in implementing PIVOTAL and Non PIVOTAL programmes. Perform any and all reasonable tasks given by Senior Management and Management within the Skills Development Unit. Oversee the implementation and adherence to the relevant management systems and optimize controls and processes. Ensure Implementation and monitoring of systems and policies. Oversee implementation and maintenance of knowledge of Learning Programmes policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis. Ensure the facilitation compliance with Learning Programmes regulations. Ensure quality work that ensures CATHSSETA obtains clean Audit. Maintain sound risk and contract management. Maintain sound administrative and governance services. Give input into the development of the departmental budget and manage allocated funds. Manage the business unit budget and ensure tracking and monitoring thereof. Develop the Learning Programmes budget and ensure adherence to budget limits. Ensure financial viability thereby delivering a robust and accurate Learning Programmes financial planning and a reporting system that incorporates a balanced budget. Drive initiatives aimed at eliminating waste, improve productivity and reduce operating costs within the Learning Programmes business unit. Ensure sound contract, administrative and governance services. Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc.) to assist in achievement of organizational goals. Enrich stakeholders and community through lifelong learning opportunities and access to learning. Implement and maintain community upliftment programmes in conjunction with local authorities. Implement and maintain acceptable practices for standardization purposes. Implement and maintain interfaces in an efficient manner. Implement and maintain transformation initiatives within the area of responsibility to execute CATHSSETA's mandate. Lead and manage the Region so as to ensure a positive culture of work and performance. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on performance of team. Ensure capacity of subordinates by providing relevant training. Develop Individual Development Plans/Individual Learning Plans (IDPs/ILPs) for subordinates to promote succession and talent retention. Monitor implementation of (IDPs/ILPs). Coach and/or mentor subordinates, where required. Ensure management, review and specify an efficient and effective utilization of resources. Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable service.

Qualifications, Skills, Experience and Attributes

Bachelor Degree in Business Administration or National diploma or equivalent qualification; and Certificate in Occupational Directed Education and Training Development Practices shall be an added advantage. Certificate in Project management and experience is required. 7- 8 years' experience in a similar position, Manager. 3-4 years' experience in managing people. 3-4 years' experience in a SETA environment.



Applications are to reach CATHSSETA by 16h00 on the 14th March 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.