



## External Vacancy

Applications listed below are hereby invited from suitably qualified persons whose appointment will promote representivity.

### 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: Manager: Human Capital Management and Development

**REFERENCE NUMBER: CATHS0/82021**

**DURATION: Fixed Term Contract until 31 March 2030**

**JOB GRADE: D2 (Patterson Grading)**

**TCTC: R755 844.13 per annum (All-inclusive package)**

**LOCATION: Head Office in Midrand**

**REPORTS TO: Executive Manager: Corporate Services**

### Job Summary

To provide effective human capital management and development services as well as the facilities and records management services within the CATHSSETA.

### Key Performance Areas and Responsibilities

Develop and ensure effective implementation of the Human Resources Strategy, which encompass, human capital management, organisational development and transformation, talent management and human resource development and payroll management. Provide facilities and records management services within the CATHSSETA. Implement the provision of Talent management and development to ensure that CATHSSETA has professional, competent, and committed human resources to respond to the current and future talent needs by developing and implementing the Workplace Skills Plan and prepare Annual Training reports on behalf of the CATHSSETA. Develop, implement, and deliver induction programmes. Guide the development of training and development programmes. Facilitate the conducting of skills audit and the analysis of the impact on training to determine the value for money that the entity derives. Effectively manage the Employee Performance Management System and monitor implementation thereof. Coordinate Employee Health and Wellness Programme. Ensure records and data are archived and retrieved accordingly. Lead and manage the provision of organisational development solutions to ensure that CATHSSETA has appropriate organisational structures, competencies, business processes and utilises the best-fit change management methodologies and tools. Oversee the development of the Organisational design and development strategy and rollout plan. Guide the maintenance and review of organisational design and appropriate resourcing of the approved organisational structure. Guide the analysis of human resource practices, processes, trends and needs to determine the future direction of HRM within CATHSSETA. Guide the development and implementation of Transformation and Change management Strategy that impacts CATHSSETA's high performance Culture interventions. Develop and monitor the departmental budget. Manage payroll and reward systems. Implement and maintain knowledge of relevant systems, policies, regulations, and procedures, present changes to stakeholders. Oversee and manage the drafting of relevant human resources and records management policies. Ensure compliance with all statutory or legal requirements. Provide effective and efficient employee relations services to the organisation. Advice management on all Employee relations matters, including representation of Cathsseta in negotiations and representation at external forums and tribunals such as the CCMA. Management of Facilities; wellness programmes; and health and safety services. Ensure that all HR policies cover all aspects of employment contracts such as contractual content on the recruitment process, remuneration, early and normal retirements, exits, health and safety, conflict of interest, business interests outside CATHSSETA while still in the employ of CATHSSETA, etc. Respond to audit reports and implement corrective action plans. Implement and maintain transformation initiatives within the area of responsibility to execute CATHSSETA's mandate. Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders) to help achieve organizational goals. Lead and manage the division to ensure a positive culture of work. Set performance targets for the department and regularly monitor achievement thereof (performance management). Provide feedback on the performance of the team.



#### **Qualifications, Skills, Experience and Attributes**

Matric plus a degree in Social Sciences/Human Resources/ Psychology/ Business Management/ Organisational development or any related equivalent qualification rated at NQF level 7. A post graduate qualification in any of the above-stated fields will be an added advantage. Minimum 5 years' experience as a generalist in Human Resource Practitioner of which between 4-5 years must have been spent in middle management within in the same field overseeing all the HR functions. Solid experience in people management and development and experience of working in a Unionised environment is required. Experience of working in a SETA environment will be an added advantage. Driver's licence is required. Strategy and Transformational leadership. Relationship building and Partnership. High performance organization. Conceptual and Analytical Thinking. Innovation and initiative. Project management. Planning and organizing. Impact Communication. Financial management. Quality Concern & Attention to detail. Customer focus and loyalty. Organisational Commitment. Integrity and ethical behaviour

**Applications are to reach CATHSSETA by 16h00 on Friday, 07 May 2021. Any applications received thereafter will not be 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; Creditworthiness; 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.