



## 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: Skills Liaison Officer GP/LP/MP/NW Region

**REFERENCE NUMBER:** CATHS07/2021

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

**JOB GRADE:** C1 (Patterson Grading)

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

**LOCATION:** Head Office in Midrand

**REPORTS TO:** Regional Manager - GP/LP/MP/NW

### 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 the strategic and annual performance plans relating to the division. Act as a liaison between CATHSSETA and beneficiaries. Receive and process manual applications. Validating applications and checking document compliance. Process applications and communicate decisions taken to stakeholders. Handle related queries. Conduct roadshows/engage with stakeholders on the application of Discretionary and Mandatory grants. Conduct site visits where necessary to ensure that valid applicants are awarded grants. Allocate/distribute shortlist letters. Conduct stakeholder induction. Take minutes in meetings. Act as a liaison between CATHSSETA and eligible registered entities. Receive/ document manual submission of WSPs and ATRs from a region in the Sector. Pre-evaluate the manually submitted WSPs and ATRs and document relevant findings/reports. Ensure that the WSPs include both transversal and functional skills priorities. Upload the scarce and critical skills on the system. Render support of the SDFs, HR practitioners, and Training Committees improves the Sector's quality of skills development interventions. Act as a liaison between CATHSSETA and the training service providers. Provide information to providers regarding the accreditation and registration processes. Implement and maintain projects relating to learning programmes improvement.

### 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. Driver's licence required. 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 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