



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: Practitioner: knowledge and Records Management

REFERENCE NUMBER: CATHS23/2021

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C5

TCTC: R 541 514, 28 per annum (All-inclusive package)

LOCATION: Head Office in Midrand

REPORTS TO: Manager: Information and Communication Technology and Knowledge Management

JOB SUMMARY

To provide Records and Knowledge Management services within CATHSSETA, which encompass the development and implementation of traditional and digital approaches to promote innovative, creative, and effective strategies to capture, interpret and share explicit, implicit, and tacit knowledge with CATHSSETA users, Partners and Stakeholders.

Key Performance Areas and Responsibilities

- Render promotion of knowledge sharing through the organisation's operational business processes and systems by, among others, strengthening links between knowledge sharing and the information systems, and improving integration among information systems in the organization
- Improve and organisation's efficiency and save knowledge within CATHSSETA
- Enable organisational learning and create a learning culture
- Building organisational knowledge and increased collaboration
- Ensure appropriate IT enablers for knowledge management
- Make sure that information is accumulated, stored and shared
- Provide internal training and consulting on KM concepts and methodologies
- Facilitate KM readiness for CATHSSETA and create awareness in the organisation
- Facilitate and provide a seamless exchange of information across systems
- Provide promotion of collaborative tools to facilitate sharing of ideas and work among internal teams and external partners
- Ensure implementation and maintenance of knowledge of Administration and
- Implement communications on knowledge sharing across the organisation
- Participate in orientation and training sessions
- Prepare brochures/presentations
- Prepare and dispatch files, when necessary, in terms of revised regulations
- Implement records management database for institutional records storing and archiving
- Implement and maintain knowledge of relevant systems, policies, regulations, and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis
- Facilitate compliance with Knowledge Management regulations

- Assist in obtaining a departmental Audit score equal to the other SETAs' average or better
- Manage an integrated internal control system (including policies)
- Implement Knowledge Management risk controls
- Ensure compliance to all Skills Development legislation
- Respond to audit reports and implement corrective action plans
- Develop and implement records and knowledge management systems and policies and optimize controls and processes
- Implement projects within the division
- Implement and maintain the Batho Pele principles through a caring, accessible, and accountable service
- Implement recommendations from stakeholders

Qualifications, Skills, Experience and Attributes

- Matric plus BCom in Information Management or equivalent relevant qualification.
- Certificate in Knowledge or Practitioner Certificate in Records Management will be advantageous.
- Minimum of 3 years experience in the Knowledge or Management position.
- 2-3 years of experience in a SETA environment is advantageous.
- A driver's license is required

Knowledge and Skills

- Understanding ISO standard 15489, the entire life cycle of records management.
- The ability to collect, organise, store and share the information assets of an enterprise.
- Experience in Change Management, Computer Literacy, Business Process Re-Engineering, E-Business, Big Data, Knowledge Management, Information Resource Management, Enterprise Resource Planning (ERP), Enterprise Content Management, Enterprise-Wide Information Analysis and Management Information Systems (MIS).

Competencies and attributes

- Knowledge of applicable legislation and research methodology
- Thorough knowledge of relevant legislation and Batho Pele principles
- Knowledge of the National Qualifications Framework
- Knowledge of the SETA Management system is preferable
- Report writing
- Strategy and Transformational leadership
- Relationship building and Partnership
- High performance organization
- Change Management
- Financial management
- Conceptual and Analytical Thinking
- Innovation and initiative
- Project management
- Quality Concern & Attention to detail
- Customer focus and loyalty
- Integrity and ethical behaviour

Applications are to reach CATHSSETA by 16h00 on Tuesday, 25 January 2022. 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 familiarise themselves with the specific details of the positions they are applying for.

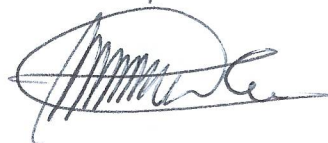
The first preference will be given to Male (African, Coloured, Indian, White) representation to meet the organisation's Employment Equity targets.

Applications must be accompanied by **a signed application form indicating the position you are applying for, and a detailed CV (in a word format)**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to CSrecruit@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 to Ms N Xhalabile via email on noxolox@cathsseta.org.za. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved on 14/01/2022

A handwritten signature in black ink, appearing to be 'N Xhalabile', written below the date.