



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: Specialist: Internships and Work integrated Learning

REFERENCE NUMBER: CATHS22/2021

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: Patterson C5

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

LOCATION: Head Office in Midrand

REPORTS TO: Manager: Administration and Management

JOB SUMMARY

To be responsible for the overall activities in relation to Internships, Integrated Learning, coordinating integration, management and consistency of processes of PIVOTAL Programmes

Key Performance Areas and Responsibilities

- Implement the strategic and annual performance plans relating to Internships and Integrated Learning
- Adhere to the Sector Skills Development Plan and Strategy
- Monitor the implementation of the Beneficiaries' Development Plans
- Coordinate projects within the area of responsibility
- Deliver quality products and services in accordance with Service Level Agreements and stakeholder expectations
- Maintain stakeholder partnerships with Internships
- Implement recommendations by stakeholders
- Give input into the development of the Business Unit budget
- Maintain initiatives aimed at eliminating waste, improving productivity and reducing operating costs within the area of responsibility
- Implement and maintain the Internship management systems, policies; and optimise controls and processes.
- Evaluate the implementation of Internship policies and make recommendations for improvement
- Prepare and align all PIVOTAL programmes to the Cathsseta Internship Policies
- Assist in updating the DG Policy and ensure that it is in line with the PFMA, NT and DHET regulations
- Implement and maintain knowledge of internship funding policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis
- Assist in obtaining a departmental Audit score equal to the other SETAs' average or better
- Maintain sound risk management, administrative and governance services
- Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc) to assist in the achievement of organisational goals
- Enrich stakeholders and community through lifelong learning opportunities and access to learning
- Implement and maintain community upliftment programmes in conjunction with local authorities
- Ensure a positive and constructive culture

- Set performance targets for the department and regularly monitor achievement thereof (performance management).
- Provide feedback on the performance of the 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 efficient and effective utilisation of resources
- Ensure participatory democracy and Batho Pele principles through a caring, accessible, and accountable service

Qualifications, Skills, Experience and Attributes

- A Bachelor's degree (NQF 7) in Business Management/ Administration or equivalent is a requirement
- A Certificate in project coordination/management and experience is a must.
- At least 3 - 5 years experience in a similar position.
- 3 - 4 years experience in a SETA environment.

Knowledge and Skills

- Thorough knowledge of relevant legislation
- Knowledge of the SETA Management system is preferable
- Report writing
- Problem-solving and decision making
- Project Coordination

Competencies and attributes

- Planning and organising.
- Impact Communication.
- Financial management.
- Quality Concern & Attention to detail.
- Customer focus and loyalty.
- Integrity and ethical behaviour.
- Strategy and Team leadership.
- Relationship building and Partnership.
- High performance organisation.
- Conceptual and Analytical Thinking.
- Innovation and initiative.
- Project management

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 L.Precruit@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 a 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 at 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
