



## 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: Specialist - Monitoring and Evaluation

REFERENCE NUMBER: CATHS20/2021

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: D1

TCTC: R 721 912. 00 per annum (All-inclusive package)

LOCATION: Head Office in Midrand

REPORTS TO: Executive Manager: Research, Monitoring and Evaluation

### JOB SUMMARY

To ensure that CATHSSETA's Skills Planning, Monitoring and Evaluation and Reporting needs and requirements are met within the strategic Plan of CATHSSETA, as well as regulations specified by the Department of Higher Education and Training.

### Key Performance Areas and Responsibilities

- Manage implementation of the strategic and annual performance plans relating to the division
- Manage and implement in-house and outsourced evaluation research
- Implement and review the Monitoring and Evaluation framework
- Manage and develop the business unit operational plan
- Ensure implementation and monitoring thereof
- Manage and development and production of the Annual Reports
- Manage evaluation of performance information against the overall criteria of usefulness and reliability in line with National Treasury's Framework for managing programme performance information (FMPPi)
- Oversee implementation of procedures to obtain audit evidence about the usefulness and reliability of the reported performance information, including assessment of the risks of material misstatement of the quarterly and annual performance reports
- Test internal implementation of audit procedures relation to the management of, and reporting on, performance information
- Conduct detailed audit test and obtain sufficient appropriate audit evidence to verify the reliability of the reported performance information in terms of its validity, accuracy and completeness
- Ensure the performance information is aligned to the SOP as issued by DHET
- Manage development and update of all relevant frameworks and business processes
- Implement and maintain the Batho Pele principles through a caring, accessible and accountable service
- Manage and implement projects within areas of responsibility
- Perform all reasonable tasks given by the Senior Management
- Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations
- Manage and maintain stakeholder partnerships
- Budgeting for Research, Planning and Performance
- Work within the allocated budget

- Implement and maintain initiatives aimed at eliminating waste, improve productivity and reducing operating cost with the area of responsibility
- Development of relevant policies, framework etc
- Align, implement and facilitate knowledge of relevant policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes and report on impact analysis
- Maintain sound risk, including the analysis, the identification, the description, and the estimation of risks in the Research, Planning and Performance space within the CATHSSETA
- Report on risks and mitigation associated with the Monitoring and Evaluation function
- Assisting in obtaining an above-average departmental audit score
- Maintain sound administrative and governance services
- Maintain healthy internal and external relations (communities, government, employers, colleges, internal stakeholders etc) to assist in achievement of organisational goals.

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

- Matric and bachelor's degree in Social Science/Economics or equivalent is a minimum requirement.
- Certificate in Monitoring and Evaluation is required
- At least 4 years' experience in a specialist position
- Good background in Statistics and proven research experience
- 2 - 3 years' experience in managing people
- 2 -3 years experience in a SETA environment is an added advantage

#### **Knowledge and Skills**

Knowledge of applicable legislation. Monitoring and Evaluation as well as research methodology. Thorough knowledge of relevant legislation and Batho Pele principles. Knowledge of National Qualifications Framework. Knowledge of SETA management System is preferable. Report Writing, Computer Literacy and Application to industry requirements.

#### **Competencies and attributes**

Strategy and transformational leadership. Relationship building and partnership. High-performance organisation. Conceptual and analytical thinking. Innovation and initiative. Project management. Planning and organising. Impact communication. Financial management. Quality concern and attention to detail. Customer focus and loyalty. Organisational commitment. Integrity and ethical behaviour.


**Applications are to reach CATHSSETA by 16h00 on Tuesday, 25 January 2022. 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.

Applications must be accompanied by a signed application form indicating the position you are applying for, and a detailed CV (**word format**). Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to [RMRecruit@cathsseta.org.za](mailto:RMRecruit@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 Ms. N. Xhalabile at the HR department on 011 217 0600. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

*Approved 14/01/2022*  
  
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