

PostalAddress
P.O. Box 1329, Rivonia
2128, South Africa

Physical Address
270 George Road,
Noordwyk, Midrand, 1687

Contact
Call Centre: 0860 100 221
Telephone: 011 217 0600
Fax: 011 783 7745



Internal/External Vacancy

The Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is one of the 21 Sector Education and Training Authority (SETAs) established under the Skills Development Act No 97 of 1998 as amended and report to the Minister of Higher Education, Science and Innovation. Its headquarters are based in Noordwyk in Midrand. Applications are hereby invited from suitably qualified persons whose appointment will promote representivity to fill the vacancy below:

POSITION: Administrator: Facilities Management and Auxiliary Support Services

REFERENCE NUMBER: CATHS03/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: B3

TCTC: R 172 060,92 per annum (All-inclusive package)

LOCATION: Head Office in Midrand

REPORTS TO: Executive Manager: Corporate Services

JOB SUMMARY

To provide comprehensive administrative support in the Corporate Services with regards to Auxiliary and Facilities aspects.

Key Performance Areas and Responsibilities

- Implement the CATHSSETA administration strategy for the Auxiliary and Facilities administration and plan to ensure professional and well-managed manual and electronic document management strategy and proper storage of information
- Coordinate and administer the provision of office accommodation to the CATHSSETA
- Coordinate the maintenance of the buildings that are occupied by the CATHSSETA
- Ensuring that Service Level agreements with the service providers are signed by all relevant parties
- Be the middleman between CATHSSETA and the service providers.
- Ensuring that service providers' invoices are submitted to finance for payment.
- Attend to submissions, with regards to the auxiliary, and facilities management
- Ensure that all the Auxiliary and Facilities Management information is uploaded to the Auxiliary and Facilities Management drive monthly and is up to date for easy reference.
- Coordinate the provision of security services to the CATHSSETA
- Coordinate the provision of cleaning services to the CATHSSETA Create and maintain a filing system of Auxiliary and Facilities Management
- Filing documents in accordance with system
- Manage access control to Auxiliary and Facilities Management related records in terms of controlling the movement of files.
- Provision of any other support-related services to the Corporate Services Department.
- Provide secretarial support to any committee dealing with functions relating to this position
- Set up meetings with the service providers and CATHSSETA as and when required

Qualifications, Skills, Experience and Attributes

- Matric
- Certificate in Facilities or Property Management rated at NQF level 5 or equivalent relevant qualification.
- Certificate in Information Management is an added advantage

Advert for Administrator: Facilities Management and Auxiliary Services

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Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe
Mr Solomon Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Sumayya Khan • Ms Karen Borain • Mr Vincent Maumela
Ms Lesiroha Lesutu • Ms Maureen Nzuzi

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- Minimum of 2 years in Facilities Management and/or Auxiliary Support Services, preferably facilities/property management
- Certificate in any of the Microsoft Office packages is required
- Driver's license is required

Knowledge and Skills

- Legislation and Regulations relating to property of facilities or property management, health and safety as well as records management
- Thorough knowledge of relevant legislation and Batho Pele principles
- Computer literacy and typing
- Verbal and oral communication
- Problem solving
- Negotiation
- Report writing

Competencies and attributes

- Planning and organising.
- Impact Communication.
- Quality Concern & Attention to detail.
- Customer focus and loyalty.
- Honesty and integrity
- Punctuality and meeting deadlines
- Ability to liaise with stakeholders at higher levels of authority

Applications are to reach CATHSSETA by 16h00 on Tuesday, 1 March 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.

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 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 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.

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Approved
[Signature] 18/02/2022 Page 2 of 2

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