



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: Regional Manager: KwaZulu Natal/ Free State

REFERENCE NUMBER: CATHS01/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: D2

TCTC: R 804 077,76 per annum (All-inclusive package)

LOCATION: Regional Office: Durban (eThekweni TVET College)

REPORTS TO: Executive Manager: Learning Programmes

JOB SUMMARY

To facilitate, implement and promote Learning Programmes, and to create awareness of CATHSSETA programmes, facilitate implementation and monitoring of qualifications and implementation across the four provinces. To manage PIVOTAL and Non- PIVOTAL Programmes at a regional level.

Key Performance Areas and Responsibilities

- Contribute to the development of the strategic and annual performance plans for CATHSSETA
- Align business activities with divisional strategic plans
- Ensure adherence to the Sector Skills Plan and Strategy
- Manage and coordinate the implementation of Learning Programmes
- Monitor service provide performance against signed contracts
- Improve productivity within the Regional Office
- Ensure delivery of quality products and services in accordance with Service Level Agreements and stakeholder expectations
- Implement, manage, monitor and evaluate projects within the area of responsibility
- Establish and manage stakeholder partnerships through MoUs, particularly Universities, FET colleges and other DHET providers implementing PIVOTAL and Non- PIVOTAL programmes
- Ensure implementation and monitoring of systems and policies
- Oversee implementation and maintenance of knowledge of Learning Programmes policies, regulations and procedures, disseminate and/or present changes to stakeholders and advise on the implementation of changes to stakeholders and advise on the implementation of changes and report on impact analysis
- Ensure quality work that ensures CATHSSETA obtains clean Audit
- Develop and manage the regional budget and ensure adherence to budget limits
- Set performance targets for the region and regularly monitor achievement thereof (performance management). Provide feedback on performance of 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 an efficient and effective utilisation of resources.
- Ensure participatory democracy and Batho Pele principles through a caring, accessible and accountable services

Qualifications, Skills, Experience and Attributes

- Matric plus bachelor's degree in Business Administration or equivalent and relevant qualification
- Certificate in Occupational Directed Education and Training Development Practices shall be an added advantage
- A Certificate in Project Management and experience is required
- A driver's licence is required
- 7 – 8 years' experience in a similar position, Manager
- 3 – 4 years' experience in managing people
- 3 – 4 years' experience in a SETA environment

Knowledge and Skills

- Extensive knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP) SETA grants regulations
- Extensive knowledge of Skills Development, NQF Acts
- Extensive knowledge and good understanding of Batho Pele principles
- Extensive knowledge of White Paper on Post School Education and Training
- Extensive knowledge National Skills Development Plan (NSDP) NDP, NSDS
- Extensive Knowledge of SETA Management system
- Extensive knowledge of Quality Assurance Standards and Norms

Competencies and attributes

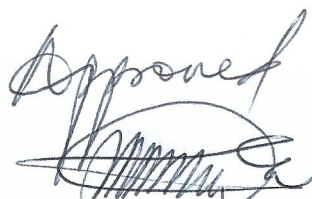
- Excellent Report writing skills
- Strategy and transformational leadership
- High performance organisation
- Conceptual and analytical thinking
- Planning and organizing
- Financial management
- Project management
- Quality concern and attention to detail
- Customer focus and loyalty
- Integrity and ethical behaviour

Applications are to reach CATHSSETA by 16h00 on Tuesday, 15 February 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 (in a word format)**. Applicants are to submit their applications ELECTRONICALLY ONLY via e-mail to LPrecruit@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 on 011 217 0600.

Approved

 02/02/2022
