



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: Coordinator - Industry Funded Programmes

REFERENCE NUMBER: CATHS02/2022

DURATION: Fixed Term Contract until 31 March 2030

JOB GRADE: C4

TCTC: R 431 440,56 per annum (All-inclusive package)

LOCATION: Head Office in Midrand

REPORTS TO: Manager: Administration and Management

JOB SUMMARY

The position will provide co-ordination and administration of industry funded programmes. Learner registration and administration, including general administration support. Act as a liaison between Cathsseta and stakeholders (Employers, Training Providers and Learners).

Key Performance Areas and Responsibilities

- Implement and achieve the strategic performance plans relating to the area of responsibility,
- Deliver quality products and services in accordance with Service Level Agreements and stakeholders' expectations
- Adhere to the Sector Skills Development Plan and Strategy and Annual Performance Plan.
- Conduct roadshows/engage with stakeholders on application industry funded learner registration process,
- Validate applications and check document compliance
- Conduct work base validations for all learners/ employers
- Conduct the stakeholder induction, monitor, and evaluate the learner registration process, manage, and maintain the database
- Process applications and communicate decisions taken to stakeholders.
- Coordinate and provide end to end project administration within area of responsibility.
- Monitor and report progress.
- Provide supervisor role to the team
- Manage declaration of intent (DOI) process on CATHSSETA integrated management system (CIMS)
- Management and approval of the learner registration and uploading on CIMS upon receiving prescribed documentation in line with the DHET validation guidelines of performance information.
- On entry of all industry funded learners, conduct and approve workplace validation visits for training providers/employers and collect all information for industry funded on prescribed templates.
- Coordinate approval of workplace for implementation of learning programmes.
- Validate and coordinate performance information for reporting purposes. (Entry and Completion).

- Manage and coordinate Quarterly verification of comprehensive report on Sector Education and Training Management Information System (SETMIS).
- Report achievement of Annual performance plan, DHET Service Level Agreement and Organisational Score Card;
- Compile and submit monthly progress reports including recommendations for each learning programme.

Qualifications, Skills, Experience and Attributes

- A National Diploma in Business Management/Administration or equivalent.
- A Certificate in Project Management/ Coordination is a must
- Certificate in Occupational Directed Education and Training Development Practices is an added advantage
- Minimum of four (4) years' experience in a similar position, Coordinator/specialists
- Minimum of four (4) years' experience in a SETA learning programmes environment
- Experience in managing or coordinating learning programmes project/programmes is a must

Knowledge and Skills

- Thorough knowledge of relevant legislation
- Knowledge of 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.
- Organisational Commitment.
- 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, 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 LPreruit@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