

**Postal Address**  
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



## 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:

### 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

**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 Nzuzo

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- 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
- A Certificate in Project Management and experience is required
- Certificate in Occupational Directed Education and Training Development Practices shall be an added advantage
- A driver's licence is required
- 7 years' working experience of which five (5) years have been spent in Management position
- 3 years' experience in a SETA environment is an advantage
- Driver' license is required
- Computer Literacy is required

#### **Knowledge and Skills**

- Extensive knowledge of relevant legislation; including, Validation Framework, Sector Skills Plan (SSP) SETA Grants Regulations; of 2012;
- Extensive knowledge of key legislation such as the Skills Development and National Qualifications Framework Act;
- 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) and NDP as well as other Government Macro policies;
- Extensive Knowledge of SETA Grant Management systems; and
- Extensive knowledge of Quality Assurance Standards and Norms.

#### **Competencies, Skills and Attributes**

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

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**Applications are to reach CATHSSETA by 16h00 on Tuesday, 22 March 2022. Any applications received thereafter will be not considered. Candidates who previously applied for the position should re-apply if still interested.**

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 [LPrecurit@cathsseta.org.za](mailto:LPrecurit@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. If you have not heard from us within 30 days after the closing date of the advertisement, please consider your application unsuccessful.

Approved

11/03/2022

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