



External Vacancies

Culture, Arts, Tourism, Hospitality and Sport Sector Education and Training Authority (CATHSSETA) is a Sector Education and Training Authority (SETA) established in terms of the Skills Development Act No. 97 of 1998 as amended (SDA). The following vacancies exist and suitably qualified candidates are invited to apply:

Job Title: Chief Financial Officer

Reporting line: Chief Executive Officer

Salary Package: R1 618 000 per annum (Total Cost to Company)

Job Grade: Patterson E1

Location: Head Office in Noordwyk, Midrand

Duration: Contract ending 31 March 2030

Job Purpose: To develop and implement CATHSSETA's financial management strategy, policies and guidelines that support the financial sustainability and compliance to legislative prescripts,

Requirements: Matric plus Post Graduate qualification (NQF level 8) in Accounting or Finance or an equivalent related qualification as well as registration as a Chartered Accountant. Minimum of 10 years working experience of which five (5) years should have been gained in senior management within a public sector institution with demonstrated experience of managing the entire portfolio which encompasses: Management Accounting, Financial Accounting and Supply Chain Management. Experience in a SETA environment will be an added advantage.

Competencies and skills required: The incumbent should demonstrate above-average knowledge and understanding of the Public Finance Management Act 1 of 1999 as amended (PFMA) and Treasury Regulations, Preferential Procurement Policy framework Act of 2002 and Broad-Based Black Economic Empowerment Act of 2003 as amended. Understanding of the Supply Chain Management process within the public sector is necessary. Additionally, the candidate must understand various prescripts governing the SETA environment and the public sector in general. Excellent Knowledge and understanding of accounting and Auditing standards (GAAP, GRAP, IFRS, IAS). Excellent Knowledge and understanding of corporate governance. Understanding of the Strategic planning, risk management, performance

management processes in the public sector. Have excellent communication, report writing, presentation, facilitation, analytical skills.

Job Responsibilities:

- Formulation of the CATHSEETA Revenue Strategy;
- Formulation of policies and procedural guidelines relating to management, financial account and SCM;
- Prepare the annual budget and guide the financial planning process for the SETA;
- Prepare the SETA's Annual Financial Statements in accordance with the relevant accounting practices;
- Ensure that the assets of the SETA are safeguarded;
- Ensure that the SETA has adequate Internal Controls;
- Management of the budget for the Finance Department; and
- Manage all the human resources and other assets allocated to the Department.

Job Title: Executive Manager: Corporate Services

Reporting line: Chief Executive Officer

Salary Package: R1 450 509 per annum (Total Cost to Company)

Job Grade: Patterson D5

Location: Head Office in Noordwyk, Midrand

Duration: Contract ending 31 March 2030

Job Purpose: Manage the provision of effective and efficient corporate support services to the CATHSSETA in order to realise its legislative mandate.

Requirements: Matric plus Post Graduate qualification (NQF level 8) in Social Science/ Business Administration or Management Public Management/Human Resource Management or Development or Industrial Psychology or equivalent relevant qualification. Minimum of 10 years working experience of which five (5) years should have been gained in senior management gained in the public or private sector environment, managing the entire or majority of the functions within the corporate service portfolio which encompass: Human Capital Management and Development; Legal and Compliance Services; Information Communication and Technology; Records and Knowledge Management; Facilities Management and Auxiliary Services. An experience in a similar position in a public sector environment will be an added advantage.

Competencies and skills required:

The incumbent should demonstrate above-average knowledge and understanding of the Labour Relations Act of 1995 as amended and the ability to work in a unionised environment, knowledge of various legislative prescripts that deal with conditions of service of employees. Understanding of the Skills Development Legislation and other Post School Education and Training prescripts. Additionally, the candidate must understand various prescripts governing the SETA environment and the public sector in general. Excellent Knowledge and understanding of corporate governance. Understanding of the Strategic planning, risk

management, performance management processes in the public sector. Have excellent communication, report writing, presentation, facilitation, analytical skills.

Job Responsibilities:

- Manage the provision of Human Capital Management and Development Services;
- Manage the provision of legal and compliance services;
- Manage the provision of facilities and auxiliary services;
- Manage the provision of Information and Communication Technology services;
- Manage the provision of Records and Knowledge Management services;
- Preparation of the Corporate Services Strategy and Annual Performance Plans;
- Preparation of monthly, quarterly and annual performance reports for the Corporate Services Department;
- Development of strategic and operational risk register for the Department; and
- Manage financial and human resources within the Department.

Applications must be accompanied by a detailed CV and signed application form – attainable from www.amasiko.co.za or can be requested via email at careers@amasiko.co.za. Applications can be submitted electronically via e-mail to careers@amasiko.co.za not later than 13 September 2021. Late applications will not be considered. *Should you not hear from CATHSSETA within one month of the closing date, please regard your application as unsuccessful. CATHSSETA is an equal opportunity employer, committed to employment equity.*