

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 Job Advert

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: Intern: KwaZulu Natal/ Free State

REFERENCE NUMBER: CATHS05/2023

DURATION: 12 MONTHS

STIPEND: R5000.00

LOCATION: REGIONAL OFFICE, DURBAN

REPORTS TO: REGIONAL MANAGER: KWAZULU NATAL/ FREE STATE

Job Purpose

To provide administrative support to the regional manager, records management and administration to ensure that all administrative requirements are adhered to as well as providing access to timely and accurate information.

Key Performance Areas and Responsibilities

- Assisting with the collection and preparation of evidence for Auditing purposes
- Ensuring filing for the unit is up to date
- Coordinate meetings
- Order stationery and when required
- Prepare submissions as and when required
- Assist with arranging travel requests for the unit as and when required
- Preparing, reviewing, proofreading and editing of related documentation requiring sign-off by the Manager
- Routing documents for approval
- Coordinate internal departmental and external meetings (meeting invitations, agenda, attendance registers etc)
- Compile and produce detailed and accurate minutes of meetings
- Process travel requests and expense claims for the Manager or Specialist
- Complete and rote travel request form for the traveller
- File all approved documents within your area of responsibility (submissions, minutes, requisitions etc)

External Advert – Intern: KwaZulu Natal/ Free State

Page 1 of 3

Board chairperson: Mr David Themba Ndhlovu

Board members: Ms Edith Margareth Tukagomo • Mr Moses Motha • Mr Itumeleng Kennilworth Dichabe • Mr Nkanyezi Joseph Ntuli
Mr Solomon Zawempi Mhlanga • Mr Thulaganyo Gaoshubelwe • Ms Shanita Sumayya Khan • Mr Khumbudzo Vincent Maumela • Ms Matshediso Lesiroha Lesutu • Ms Ntombifuthi Maureen Nzuza • Ms Rachel Phiri • Mr Lesiba Richard Aphane • Mr Manene Tabane

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- Provide input and support to the Specialist / Manager in effecting process efficiencies and continuous improvement for the office
- Support the Specialist/ Manager of operational information/ data into reports for performance reporting
- Ensure that payments are submitted to Finance for payment timeously
- Assist with checking if the invoice amount are aligned to the signed SLA.
- Assist SLOs with checking information for payments.
- Check all deliverables before it is submitted to the Regional Manager for signature
- Compile a list tracking all payments submitted to head office.
- Track payments made to stakeholders (compile list of POPs).
- Pack information career booklets to represent all sectors.
- Select correct banners.
- Prepare attendance register for event.
- Assist at event.
- Attend regional office meetings.
- Any other tasks as requested by the regional manager.

Qualifications and Work Experience

- **Matric plus a National Diploma in Public Administration/ Business Administration/ Project Management** qualification is a minimum requirement.
- No working experience required

Knowledge and Skills

- Computer skills

Applications are to reach CATHSSETA by 16h00 on Friday, 10 March 2023. Any applications received thereafter will be not considered.

CATHSSETA is an equal-opportunity employer committed to the 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 iprecruit@cathsseta.org.za
Correspondence will be limited to successful candidates only. Persons with disabilities are strongly encouraged to apply.

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Page 2 of 3

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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).

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.

Agreement
[Signature]
27/02/2023

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