

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: Research, Monitoring and Evaluation

REFERENCE NUMBER: CATHS04/2023

DURATION: 12 MONTHS

STIPEND: R5000.00

LOCATION: HEAD OFFICE, MIDRAND

REPORTS TO: UNIT HEADS – RESEARCH, MONITORING AND EVALUATION

Job Purpose

To assist in ensuring that CATHSETA's Research, Monitoring and Evaluation, Performance and Reporting needs and requirements are met within the Sector Skills Plan, Strategic Plan and Annual Performance Plan of CATHSSETA as well as regulations specified by the Department of Higher Education and Training.

Key Performance Areas and Responsibilities

- Perform Research, and Performance Unit duties as requested by the Specialist
- Assist in implementing in-house and outsourced sector research
- Assist in collection, analysis of research data and timely reporting thereof
- Assist in the development and update of strategic document (, Strategic Plan, Annual Performance Plan and Annual Operation Plan) in line with the relevant regulations and frameworks
- Assisting in compiling Quarterly Monitoring Report and ensuring timely submission in line with relevant regulations and frameworks
- Assist in conducting evaluation studies to inform strategic priorities
- Assist in monitoring and evaluation of skill research projects
- Assist in conducting the M&E workshops through the M&E institutional plan
- Assist in implementing the M&E plan
- Assist in coordinating and analysing the quarterly performance information reports
- Assist in compiling the annual report
- Assist in capturing and analysis of research data and timely reporting thereof
- Assisting with the collection and preparation of evidence for Auditing purposes
- Ensuring filing for the unit is up to date

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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Qualifications and Work Experience

- **Matric plus a Bachelor of Social Science qualification or equivalent and related qualification is a minimum requirement.**
- No working experience required

Technical Skills

- Computer Literacy
- Writing Skills

Generic Competencies

- Planning and organizing
- Financial management

Core Competencies

- Hardworking
- Commitment
- Willingness to learn

Applications are to reach CATHSSETA by 17h00 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 RMErecruit@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).

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.

External Advert – Intern: RME

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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
20/02/2023