



NOTICE TO INVITE NOMINATIONS FOR THE SERVICES SECTOR EDUCATION AND TRAINING AUTHORITY (SERVICES SETA) ACCOUNTING AUTHORITY

The Services Sector Education and Training Authority (Services SETA) is a Schedule 3 public entity established in terms of section 9 (1) of the Skills Development Act No. 97 of 1998.

In terms of the requirement of the Skills Development Act and amendments thereto, nominations are herewith invited from the following stakeholders operating within the Services sector to be considered for appointment as members of the Services SETA Accounting Authority, as detailed below: • Organised Labour • Organised Business • Government Departments • Professional Bodies • Bargaining Councils • Any organisation in the community that has an identifiable interest in the sector.

INFORMATION SUMMARY

TERM OF OFFICE	01 April 2025 to 31 March 2030
MINIMUM REQUIREMENTS FOR NOMINEES	<ul style="list-style-type: none">• In possession of NQF Level 7 and above qualification• Be able to participate in decision making process, understand the consequences of such decisions, and share in the accountability as a member of the Accounting Authority• Must represent the interest identified in the National Skills Development Strategy (NSDS)• If taken as a whole, must achieve<ul style="list-style-type: none">• Gender representation• Demographic representation• Representation of disadvantaged persons or communities that have been prejudiced by the past racial and gender discrimination in relation to skills development programmes• Must be drawn from the ranks of senior officials in the organisation• Should have an appropriate blend of knowledge, skills and experience required for the functioning of the Services SETA.

<p>SELECTION CRITERIA FOR NOMINEES</p>	<ul style="list-style-type: none"> • Nominees should have knowledge, skills and expertise in the following areas: <ul style="list-style-type: none"> • The functioning of an Accounting Authority in terms of the requirements relating to corporate governance and ethics • Skills development legislation and the NSDS • The Services SETA's responsibility in respect of service delivery • The PFMA and financial management • The sector and the constituency represented by the nominee • The strategic leadership role of the Accounting Authority • Education, training, skills development and human resources development • Quality assurance of learning provision • General management and business skills • Communication and marketing role of the Services SETA in relation to its stakeholders • And any other areas of expertise relevant to the services sector.
<p>DISQUALIFYING CRITERIA</p>	<p>A nominee will not be considered as a Member of the Accounting Authority if such a person:</p> <ul style="list-style-type: none"> • Is not a citizen and does not permanently reside in the Republic • Is subject to an order of a competent court declaring such person to be mentally ill • Is convicted whether in the Republic or elsewhere, of any offence for which such person is sentenced to imprisonment without an option of a fine • At any time prior to the date of commencement of the Skills Development Amendment Act, 2011 (Act No 26 of 2011) was convicted or, at any time after such commencement, is convicted in the Republic for theft, fraud, forgery and uttering a forged document, perjury, or an offence in terms of the Prevention of Corruption Act, 1958 (Act No 6 of 1958), the Corruption Act, 1992 (Act No 94 of 1992), Part 1 to 4, or section 17, 20 or 21 (in so far as it relates to the aforementioned offences) of Chapter 2 of the Prevention and Combating of Corrupt Activities Act, 2004 (Act No 12 of 2004) • Whether in the Republic or elsewhere, of any other offence involving dishonesty • Has been convicted of an offence under the Skills Development Act.

GENERAL INFORMATION

Nominations must be accompanied by the following:

- A letter of the organisation within the services sector recommending the prospective member(s).
- A letter of the prospective member(s) accepting nomination from the organisation recommending.
- Full names and address of the person or organization nominating the candidate.
- A curriculum vitae of the candidate which include:
 - a. Candidate's full name, identity number, gender, disability status and race.
 - b. Contact address, telephone and email address
 - c. Certified copies of qualifications and ID (certification date stamp not older than 3 months
 - d. Previous experience and relevant expertise quoting dates and organisations concerned; and
 - e. At least two names and contact details of reference.

As part of the nomination process, the following background checks and verifications must be undertaken:

- Declaration of interest
- Criminal records checks
- Nationality / Citizenship checks
- Qualifications verifications
- Seniority of member

Nominations with supporting documentation must be submitted to the Acting Chief Executive Officer via email boardnominations@serviceseta.org.za by the deadline date **15 December 2024**.

Please note that nominations received after the date and time as indicated will not be considered.

For any queries regarding the nomination processes, please contact Mr Phillip Kwampe at (011) 694 8637 between 08:00 and 16:00 during weekdays.

Please note that the standard SETA Constitution will be availed to prospective nominees and relevant organisations, if required.