
GOVERNMENT NOTICES

DEPARTMENT OF HIGHER EDUCATION AND TRAINING

No. 831

17 September 2010

SKILLS DEVELOPMENT ACT (ACT NO. 97 OF 1998)

APPOINTMENT OF THE PUBLIC SERVICE SECTOR EDUCATION AND TRAINING AUTHORITY (PSETA) ADMINISTRATOR

I, Prof Mary Metcalfe, Director – General: Department of Higher Education and Training, by virtue of powers vested in me by section 15 (2) of the Skills Development Act, 1998 (Act No. 97, 1998) hereinafter referred to as the Act, hereby suspend all the members of the Board and the operation of the gazetted constitution of the Public Service Sector Education and Training Authority (PSETA) as directed by the Minister of Higher Education and Training in terms of section 15 (1) of the Act; and

Appoint **Ms. Mamodupi Mohlala** as Administrator for a period of six months from the date of publication of this notice to take over the administration of the PSETA that was established in terms of Government Gazette 27757 of 1 July 2005, and the appointment of which may be reviewed at the expiry of the said period.

The powers and duties of the Administrator shall be as indicated in schedule 1 of this Notice



PROF: M. METCALFE

**DIRECTOR – GENERAL: DEPARTMENT OF HIGHER EDUCATION AND
TRAINING**

SCHEDULE 1
POWERS AND DUTIES OF THE ADMINISTRATOR

1. The powers of the Administrator are as follows:

- (a) Take over the role of accounting authority of the PSETA as provided for in the Public Finance Management Act, 1999 (Act No 1 of 1999) and the relevant regulations;
- (b) Establish if necessary, with the Minister's approval, chambers as provided for in Section 12 and 13 of the Act
- (c) Review the terms and conditions of employment of the executive officer, chief financial officer and other employees of the PSETA where it is necessary;
- (d) Review general governance policies of the PSETA in terms of any applicable law;
- (e) Suspend, institute disciplinary proceedings or replace when it is necessary, any of the officials of PSETA for reason as contemplated in terms of relevant legislation;
- (f) Consult widely with the relevant stakeholders within the sector in order to develop if necessary a constitution of the PSETA in terms of section 13 of the Act and other relevant legislation for approval and publication by the Minister of Higher Education and Training
- (g) Facilitate the appointment of a new PSETA Board;
- (h) Ensure the management of the PSETA funds in liaison with the Department of Higher Education and Training using relevant provisions of the Act and as provided for in the Public Finance Management Act, 1999 and the relevant regulations;
- (i) Make rules relating to PSETA and chamber meetings, financial matters, general procurement and administrative matter which are in accordance with the provision of the Constitution of the Republic of South Africa, 1996, the Act or any other applicable law.

2. The duties of the Administrator shall include the following:

- (a) The facilitator will work closely with the:
 - Chief Executive Officer of the PSETA as well as the affected SETAs,
 - Establish joint working committees comprising of the sector specialist and experts,
 - Key stakeholders of the PSETA and their subsequent delegated committees,
 - Director – General: Department of Higher Education and Training.
- (b) Perform the functions of the PSETA in terms of the Act, the Public Finance Management Act, 1999 and other relevant legislation;
- (c) Ensure the management of the National Skills Development Strategy within the PSETA;
- (d) Ensure on a monthly basis the submission of progress reports regarding the effective functioning of the PSETA to the Director- General: Higher Education and Training;
- (e) Ensure sufficient funding of all the processes and activities pertaining to the powers and duties as an administrator from the PSETA budget in terms of the relevant legislative requirements;
- (f) Perform any such other functions as may be delegated or instructed by the Minister or Director- General: Department of Higher Education and Training from time to time;
- (g) Facilitation of overall process and attend to disputes resolution as well as the management of legal issues as required;
- (h) Prepare and submit final close out report for the project.