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CONTENTS • INHOUD

No.

Page
No. Gazette
No.**GOVERNMENT NOTICE****Higher Education and Training, Department of***Government Notice*

566	Skills Development Act (97/1998): Appointment of the Services Sector Education and Training Authority (Services SETA) Administrator.....	3	34440
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GOVERNMENT NOTICE

DEPARTMENT OF HIGHER EDUCATION AND TRAINING**No. 566****7 July 2011****SKILLS DEVELOPMENT ACT, 1998 (ACT 97 NO. 97 OF 1998)****APPOINTMENT OF THE SERVICES SECTOR EDUCATION AND TRAINING
AUTHORITY (SERVICES SETA) ADMINISTRATOR**

I, Gwebinkundla Felix Qonde, Acting Director-General: Department of Higher Education and Training, as directed by the Minister of Higher Education and Training in terms of section 15(1) of the Skills Development Act 97 of 1998 ("the Act"), and pursuant to the consultation process conducted in terms of section 15(1) of the Act, hereby appoint an administrator to take over the administration of the Services Sector Education and Training Authority ("the Services SETA") on the basis referred to in section 15(1)(a) to (e) of the Act;

AND

In terms of section 15(2) of the Act, I cause the notice of appointment to be published in the Government Gazette, and with the powers and duties of the administrator contained in schedule 1 to the notice;

AND

In terms of section 15(2)(d) of the Act, the Constitution applicable to the Services SETA, and which is operative currently is hereby suspended.

WHEREFORE,

Dr. S Moon is appointed as the Administrator for a period of six (6) months from the date of publication of this notice to take over the administration of the Services SETA which appointment may be reviewed at the expiry of the said period.

**MR. GWEBINKUNDLA FELIX QONDE****ACTING DIRECTOR - GENERAL: DEPARTMENT OF HIGHER EDUCATION
AND TRAINING 06/07/2011**

SCHEDULE 1
POWERS AND DUTIES OF THE ADMINISTRATOR

1. The powers of the administrator are as follows:

- (a) Take over the role of the accounting authority of the Services SETA as provided for in the Skills Development Act 97 of 1998 (“the SDA”); Public Finance Management Act (PFMA), 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 employees of the Services SETA where necessary;
- (d) Suspend, institute disciplinary proceedings or replace, where it is necessary any of the officials of the Services SETA for any reason(s) acceptable in law;
- (e) Facilitate the review of a constitution for the Services SETA in terms of section 13 of the Act and other relevant legislation for approval and publication by the Minister if necessary;
- (f) Facilitate the appointment of a New Services SETA Accounting Authority;
- (g) Ensure that the management of the Services SETA funds are in accordance with the PFMA;
- (h) Make rules relating to Services SETA and chamber meetings, financial matters, general procurements and administrative matters which are in accordance with the provisions of the Constitution of the Republic of South Africa, 1996, the Act or any applicable law.

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

- (a) The Administrator will work closely with the:
 - Administrative staff of the Services SETA;
 - Established joint working committees comprising of the appointed Task Team;
 - Key stakeholders of the Services SETA and their subsequent delegated committees or officials;
 - Established a Joint working group with the DHET to support the Administrator.
- (b) Perform the functions of Services SETA in terms of the Act, the Public Finance Management Act.1999 and other relevant legislation:

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- (c) Ensure the management of the National Skills Development Strategy within the Services SETA;
 - (e) The Administrator's costs will be paid from the Services SETA's administrative budget as regulated in terms of the SETA Grant Regulations;
 - (f) Ensure submission of the progress report with regard to the developments pertaining to the administrative process of the Services SETA to the Joint working group;
 - (g) Perform any such other tasks as may be delegated or instructed by the Minister or Director-General: DHET from time to time;
 - (h) Conclude the project and submit a close out report to DHET.
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