

## CALL FOR NOMINATIONS FOR MEMBERS OF THE WHOLESALE AND RETAIL SECTOR EDUCATION AND TRAINING AUTHORITY (W&RSETA) ACCOUNTING AUTHORITY

In terms of Clause 8 (6) of the W&RSETA Constitution, Organised Constituencies within the Wholesale and Retail Sector are invited to submit nominations for members to serve on the W&RSETA Accounting Authority for the period **01 April 2025 – 31 March 2030**. The role of the Accounting Authority, in line with the W&RSETA Constitution, is to govern and control the W&RSETA by providing strategic leadership.

**Suitably qualified candidates must be nominated by labour organisations, employer organisations and the following categories or role players: government departments, interested professional bodies, bargaining councils with jurisdiction in the sector and community organisations that have an identified interest in skills development in the sector. The nomination of the suitably qualified candidates must be based on the following minimum requirements:**

- Nominees must be able to participate in the decision-making processes, understand the consequences of such decisions and share in the accountability as Members of the Accounting Authority.
- Suitably qualified candidates nominated for the Accounting Authority should comply with the following minimum requirements:
  - They must represent the interest identified in the National Skills Development Plan (NSDP).
  - Preference must be given to people with disabilities, youth, and women.
  - If taken as a whole, members must reflect:
    - demographic representation.
    - representation of disadvantaged persons or communities that have been prejudiced by past racial and gender discrimination in relation to skills development programmes.
    - a blend of knowledge, skills and experience required for the effective funding of the SETA.
  - Nominees must be drawn from senior official ranks of the organisations.
- Nominees should have an appropriate blend of knowledge, skills and experience required for the effective functioning of the SETA and in possession of minimum NQF level 7 qualification.

**Current Members of the Accounting Authority are eligible for reappointment; however, the reappointed members may not exceed one third of the current Accounting Authority. Constituencies should use the following criteria as a guideline in the nomination process to ensure the selection of individuals with relevant competencies to make constructive contributions to the Accounting Authority:**

**Representatives should have knowledge, skills and expertise in the following areas:**

- The functioning of the Accounting Authority in terms of the requirements relating to corporate governance and ethics.
- Skills development legislation and the NSDP.
- The SETA's responsibility in respect of service delivery.
- The PFMA and financial management.
- The sector and the constituency represented by the member.
- The strategic leadership role of the Accounting Authority.
- Education, training, skills development and human resource development.
- Quality assurance of learning provision.
- General management and business skills.
- Communication and marketing role of an entity in relation to its stakeholders.
- Any other areas of expertise relevant to the sector.

**The nominated members of the Accounting Authority will be appointed by the Minister of Higher Education.**

The following documents should be submitted to the W&RSETA for the attention of Advocate Lorraine Mtsweni on email: [lmitsweni@wrseta.org.za](mailto:lmitsweni@wrseta.org.za) no later than **29 November 2024**:

- Nomination Letter.
- Acceptance Letter.
- Curriculum Vitae with contactable references.
- Certified qualifications.
- Qualifications Verification Report from SAQA.
- Certified Identity Document.
- Declaration of interest.
- Criminal Records Check/Clearance Certificate from the South African Police Service (the SAPS clearance certificate may not be issued immediately, however, proof of application must be submitted).

The original copies of Identity Documents and qualifications must be certified and dated not more than three months.

The Declaration of Interest template together with the templates for the Nomination Letter and Letter of Acceptance, which should both be submitted on the Constituent Organisation letterhead, can be found on our website [www.wrseta.org.za](http://www.wrseta.org.za)

Complete nominations should be addressed to the Chief Executive Officer for the attention of Adv Lorraine Mtsweni on email to [lmitsweni@wrseta.org.za](mailto:lmitsweni@wrseta.org.za) or hand delivered to the W&RSETA Head Office at 1303 Heuwel Avenue, Riverside Office Park, Centurion no later than **29 November 2024**.