

## **NOMINATION APPLICATION FORM FOR CONSIDERATION TO BE APPOINTED TO THE HWSETA BOARD**

### **SECTION A: NOTICE TO ALL NOMINEES AND NOMINATING INSTITUTIONS**

***NOTE WELL: Notes of compliance requirements by participating short listed nominees:***

- 1. Provide any relevant qualifying documentation (or certified copies) as may be required by the HWSETA. Confirmation of qualifications also required.***
- 2. Pass a fit and proper test according to criteria of the HWSETA, and for which SARS Tax reference number is required.***
- 3. Participate in interviews and/or external assessments as stipulated by the HWSETA, if required.***
- 4. Short listed nominees must be available upon request, at dates, times and venues as stipulated by the HWSETA to participate in the HWSETA's processes related to selection of suitable Board members, if required.***
- 5. Nominations will be disqualified automatically by the HWSETA if forms are incomplete, and if incorrectly and/or false information is provided.***
- 6. Use one nomination application form per nominee.***
- 7. Each nominee is limited to using only one additional A4 page to provide the requested information if more space is required.***
- 8. Persons who are not eligible for directorship positions according to South African law are excluded from being nominated.***
- 9. All nominations tendered must have a mandated nominating agent who represents the relevant organization.***
- 10. The HWSETA and the Department of Higher Education, Science and Technology reserves the right to make formal recommendations to the Minister for consideration and approval of selected nominees to the 7th term of office from 2025 to 2030, by the Minister.***
- 11. Only successful nominees will be communicated with by the HWSETA.***
- 12. A public notice will be provided listing the successful nominees appointed to the HWSETA Board, by notice of a Government Gazette to be released by the Minister of Higher Education, Science and Technology.***

Eligibility criteria:

- One must be a citizen and permanent resident in the Republic of South Africa
- Not be subject to an order of a competent court declaring such person to be mentally ill or disordered.
- Not be an employee of the HWSETA.
- Not have been convicted of any offence for which such person is sentenced to imprisonment without an option of a fine, after the commencement of the Skills Development Amendment Act of 2011, whether in the Republic or elsewhere
- Not have been convicted of any offence (such as theft, fraud, forgery, perjury, dishonesty etc) prior to the commencement of the Skills Development Act, 2011 or at any time after such commencement.
- Must be in possession of at least a NQF level 7 qualification.
- Must have knowledge, skills and experience required for the effective functioning of the SETA and the Skills Development System.
- Must have intensive wealth of sectoral knowledge, technical experienced and leadership capability.

Application forms must be completed in full, and the following attached for submission to the HWSETA:

- Nomination Letter from the applicable constituency – seniority of member to be stated
- CV
- Completed Declaration of Interest form
- Verification of Qualifications – SAQA report (*can be submitted at a later date*)
- Certified copies of qualifications
- Police Clearance Certificate (Criminal) - (*can be submitted at a later date*)
- References (contactable)
- Certified copy of Identity Document

Nominations close strictly at 16h00 on the 15<sup>th</sup> December 2024.

**Result of nomination:**

The HWSETA will only communicate with successful nominees once all administrative procedures are fully concluded.

**Replies and enquiries:**

All applications and enquiries are to be addressed to: Mrs Elaine Brass, HWSETA Chief Executive Officer: Attention: Board Administrator, 17 Bradford Road, Bedfordview, tel (011) 607 6900, e-mail: [eleazew@hwseta.org.za](mailto:eleazew@hwseta.org.za)

**SECTION B: TO BE COMPLETED BY THE NOMINEE (ONE FORM PER NOMINEE)**

Registered name of the nominee \_\_\_\_\_

Identity number of the nominee \_\_\_\_\_

Postal Address: \_\_\_\_\_

Residential Address: \_\_\_\_\_

Gender / Race: (EE criteria)

Disability:  If yes, indicate nature of disability and degree of assistance required

SARS Tax Number: \_\_\_\_\_

Educational Qualifications: Year / Institution / certificate number: \_\_\_\_\_

Prior experience on regulatory bodies:  If yes, provide summary: years served, name of body, key functions.

Employer name: \_\_\_\_\_

Employment address: \_\_\_\_\_

Position held: \_\_\_\_\_

Tel No : \_\_\_\_\_

Fax No : \_\_\_\_\_

Cell phone : \_\_\_\_\_

E-mail : \_\_\_\_\_

Sector represented: : Employer: \_\_\_\_\_

Labour: \_\_\_\_\_  
Specify : Name of company / constituency if not provided / specify other

**NOMINEE'S CONSENT / AGREEMENT:**

*I(Name)\_\_\_\_\_ hereby agree to being nominated, and I hereby agree to comply with the requirements of the HWSETA, as a participating nominee.*

\_\_\_\_\_  
NAME & SURNAME (Print)

\_\_\_\_\_  
POSITION HELD

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SECTION C: NOMINATING ORGANISATION - INFORMATION TO BE COMPLETED BY THE MANDATED NOMINATING AGENT**

Name of authorized nominator: \_\_\_\_\_

Name of organization: \_\_\_\_\_

Province: \_\_\_\_\_

Postal Address : \_\_\_\_\_

Tel No : \_\_\_\_\_ Fax No: \_\_\_\_\_

Cell phone : \_\_\_\_\_ E-mail \_\_\_\_\_

**Nomination tendered:**

**As a sectoral stakeholder of the HWSETA, I/We tender the following nomination for the HWSETA's consideration.**

**Note**

i. Indicate in which sector the nomination is being sought: by ticking the relevant box.

ii. Please note that for ease of reference, Welfare and Social Development are interchangeable terms for purpose of this form.

ORGANIZED EMPLOYERS
<input type="checkbox"/> Public Health and Social Development sector
<input type="checkbox"/> Department of Social Development <input type="checkbox"/> National <input type="checkbox"/> Provincial State name of province <input type="text"/>
<input type="checkbox"/> Department of Health <input type="checkbox"/> National <input type="checkbox"/> Provincial State name of province: <input type="text"/>
<input type="checkbox"/> Private Health and Social Development Sector <input type="checkbox"/> Health Sector <input type="checkbox"/> Social Development Sector

ORGANIZED LABOUR
<input type="checkbox"/> Health and Social Development Name: of organized Labour: <input type="text"/>
<input type="checkbox"/> Professional Councils <input type="checkbox"/> Health and Social Development: Sector specific:
<input type="checkbox"/> Levy Exempt Sector <input type="checkbox"/> Health and Social Development Sector Specific: <input type="text"/>

**NOMINATING AGENT'S NOMINATION AND AGREEMENT:**

**I (Name) \_\_\_\_\_, on behalf of my organization have consulted with the nominee and am duly tendering this nomination, with the understanding that the Minister of the DHET will appoint the members to the HWSETA Board. On behalf of my organization, we do hereby agree to comply with the requirements of the HWSETA as a participating nominating organization.**

\_\_\_\_\_  
NAME & SURNAME (Print)

\_\_\_\_\_  
SIGNED

\_\_\_\_\_  
POSITION HELD

\_\_\_\_\_  
DATE

## ELIGIBILITY CRITERIA FOR ACCOUNTING AUTHORITY MEMBERS

1. Minimum requirements for Members of the Accounting Authority
  - a. Members of the Accounting Authority 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.
  - b. Members nominated for the Accounting Authority should comply with the following minimum requirements:
    - i. They must represent the interest identified in the NSDP;
    - ii. If taken as a whole, they must achieve—
      - (aa) gender representation;
      - (bb) demographic representation;
      - (cc) representation of disadvantaged persons or communities that have been prejudiced by past racial and gender discrimination in relation to skills development programs; and
      - (dd) a blend of knowledge, skills and experience required for the effective funding of the HWSETA.
  - c. They must be drawn from the ranks of senior officials in the organisation
2. They should have an appropriate blend of knowledge, skills and experience required for the functioning of the HWSETA.
3. Selection criteria for members of the Accounting Authority
  - a. Constituencies must use the criteria listed in paragraph (b) as guidelines when nominating their representatives to ensure that those representatives have the competence to make constructive contributions to the Accounting Authority.
  - b. Representatives should have knowledge, skills and expertise in the following:
    - i. The functioning of the Accounting Authority in terms of the requirements relating to corporate governance and ethics;
    - ii. Skills development legislation and the NSDS;
    - iii. The HWSETA's responsibility in respect of service delivery;
    - iv. The PFMA and financial management;
    - v. The Sector and the constituency represented by the member;
      - i. The strategic leadership role of the Accounting Authority;
      - ii. Education, training, skills development and human resources development;
      - iii. Quality assurance of learning provision;
      - iv. General management and business skills;
      - v. Communication and marketing role of an entity in relation to its stakeholders; and
    - vi. Any other areas of expertise relevant to the Sector.
4. Disqualifying criteria  
A person is disqualified from serving as a Member of the Accounting Authority if such person—
  - (a) is not a citizen and is not a permanently resident in the Republic of South Africa;
  - (b) is subject to an order of a competent court declaring such person to be mentally ill or disordered;
  - (c) is convicted whether in the Republic or elsewhere, of any offence for which such person is sentenced to imprisonment without the option of a fine;

- (d) at any time prior to the date of commencement of the Skills Development Amendment Act, 2011, was convicted or, at any time after such commencement, is convicted—
- (i) in the Republic, of 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);
  - (ii) elsewhere, of any offence corresponding materially with any offence referred to in subparagraph (i); and
  - (iii) whether in the Republic or elsewhere, of any other offence involving dishonesty.
- (e) has been convicted of an offence under the Act.

In terms of Section 11C(1) of the Act:

- A person may not be appointed into an Accounting Authority unless the necessary disclosure has been made that such person:
  - Directly or indirectly, whether personally or through his/her spouse, partner/associate has a direct or indirect financial interest in the HWSETA.
  - His/her spouse, partner/associate holds an office in or is employed by the HWSETA, organization or other body, whether corporate or incorporate, which has a direct or indirect financial interest in the nature contemplated above.

### **Ensuring continuity in the Accounting Authority**

In nominating members for the Accounting Authority, constituencies must pay due consideration to the need for continuity and renewal in the membership of such Accounting Authority.

