



REGISTERED TRADE UNION REG NO. LR 2/6/2/1499
AFFILIATED TO FEDUSA

Head Office:
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12 March 2021

Dear All

Please distribute this vacancy to all interested and qualifying individuals

VACANCY: Operational Manager

CENTRE: KwaZulu Natal - Durban

SALARY GROUP: CM

KEY PERFORMANCE AREAS:

- Representation of members in grievances, disciplinary hearings, conciliations and arbitrations;
- Establish branches and communicate with members;
- Maintain and increase the membership of UASA including activating inactive members;
- Maintain and grow thresholds within various sectors.
- Promote the image, functions and purpose of UASA;
- Negotiate and consult with Management of Employers on behalf of Members;
- Empower and retrain Shop Stewards (Representatives) of UASA;
- Serve on relevant bodies and social structures, to represent the interest of our Members.

REQUIREMENTS

- Post Matric qualification (Human Resources / Labour Relations) or equivalent experience (RPL);
- Computer Literate (Microsoft Office which includes Word, Excel & Outlook);
- Advanced knowledge of and the ability to apply and interpret of Labour Legislation;
- Knowledge of the workings of a trade union;
- Extensive travelling will be required and therefore a valid code 8 (EB) driver's license and ownership/use of a roadworthy and reliable vehicle is essential;
- Reliable cell phone.

SKILLS

- Effective and empathetic communication;
- Motivate Members and Branch Structures;
- The ability to speak more than two of the official languages would be an advantage;
- Effective and reliable representation of members.

QUALITIES

- Integrity;
- Ethical;
- Reliable;
- Tactful;
- Assertive;
- Honest;
- Trustworthy.

UASA – The Union is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Applicants must please submit a letter of application as well as an up-to-date CV, indicating the position they are interested in, to Mrs. Theresa Roux, Chief Administrator Payroll & HR either by fax at 086 565 7680 or by e-mail at cv@uasa.org.za before the closing date. If you are not contacted within two weeks after the closing date, please consider your application as unsuccessful.

CLOSING DATE FOR APPLICATIONS 30 MARCH 2021 BEFORE 16H00