



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

Head Office:
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7 October 2020

Dear All

Please distribute this vacancy to all interested and qualifying individuals

VACANCY: Operational Representative (Regional Organiser)

SECTOR: General and Metal Engineering

CENTRE: Western Cape - Bellville

SALARY GROUP: CL

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;
- Train and develop Shop Stewards 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);
- Knowledge of the General and Metal Engineering Sectors in the Western Cape area;
- 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;
- 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 t.roux@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 23 OCTOBER 2020 BEFORE 16H00