



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

Head Office:
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25 January 2023

Dear All

Please distribute this vacancy to all interested and qualifying individuals

VACANCY: Operational Manager

CENTRE: Welkom Service Centre

SALARY GROUP: CL - CU

KEY PERFORMANCE AREAS:

- Office co-ordination and oversee the daily functioning of the office to ensure that the office runs effectively and efficiently;
- 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 Representatives of UASA;
- Serve on relevant bodies and social structures, to represent the interest of our members.

REQUIREMENTS

- Tertiary qualification in Human Resources Management/Labour Relations or equivalent experience (RPL);
- Knowledge of various Sectors;
- Computer Literate (Microsoft Office which includes Word, Excel & Outlook);
- Advanced knowledge of and the ability to apply and interpret 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;
- Effective and reliable representation of members.
- UASA's official communication language is English, the ability to speak any other official language will be an advantage.

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 WEDNESDAY, 8 FEBRUARY 2023 ON OR BEFORE
16H00**