



Registered Trade Union Reg No. LR 2/6/2/1499
Affiliated to Fedusa and a member of IndustriAll



Head Office:
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15 September 2023

Dear All

Please distribute this vacancy to all interested / qualifying members.

VACANCY: SECTOR MANAGER

SECTOR: GENERAL SECTOR

CENTRE: FLORIDA, UASA HEAD OFFICE

SALARY GROUP: DL - DU

KEY PERFORMANCE AREAS

- Maintain and increase the membership of UASA nationally in these sectors;
- Lead and empower an operational team with your knowledge and experience to efficiently and effectively reach objectives in a demanding environment;
- Promote the image, functions and purpose of UASA;
- Represent members on national sector structures;
- Ensure that operations remain on time and within budget;
- Co-ordinate and ensure quality service delivery to members including proper and adequate communication.

REQUIREMENTS

- Post Grade 12 qualification in (Human Resources/Labour Relations) or equivalent qualification;
- Knowledge of the operational workings in UASA;
- Computer Literate, with an understating of Microsoft Office applications;
- Knowledge of the working of a trade union;
- Managerial and leadership skills, with a proven track record and experience in leading teams, delegating duties and maintaining control of operations and professional service delivery;
- Ability to manage a number of diverse sectors and ensure positive growth;

- Ability to plan strategically and to apply in practice;
- Ability to ensure excellent service to members;
- Travelling will be required and therefore a valid Code 8 (EB) driver's license and ownership of a roadworthy and reliable vehicle;
- Reliable cell phone.

SKILLS

- Ability to build and maintain positive relationships with internal and external stakeholders;
- Ability to apply professional skills and knowledge in the work environment;
- Ability to write effective reports;
- Team player and creator;
- Effective and empathetic communication;
- Effective representation of the members;
- The ability to speak one or more of the official languages will be an advantage.

QUALITIES

- Integrity
- Ethical
- Reliable
- Tactful
- Assertive
- Honest

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 by email t.roux@uasa.org.za on or 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 29 SEPTEMBER 2023 BEFORE 16H00