



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



**Head Office:**  
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**05 October 2023**

**Dear All**

**Please distribute this vacancy to all interested / qualifying members.**

**VACANCY:                   Operational Manager**

**CENTRE:                     Rustenburg**

**SALARY GROUP:       CL**

### **KEY PERFORMANCE AREAS**

- Representation of members in grievances, disciplinary hearings, conciliations and arbitrations;
- Establish branches and sector committees and communicate with members;
- Maintain and increase the membership of UASA within the region and thresholds within various sectors/employers including activating inactive members;
- Promote the image, functions and purpose of UASA;
- Negotiate and consult with Management of Employers on behalf of Members;
- Empower and train Shop Stewards (Representatives) of UASA;
- Serve on relevant bodies and social structures, to represent the interest of our Members;
- Build a sound relationship with Management of companies;
- Represent UASA on different councils and task teams.

### **REQUIREMENTS**

- National Diploma in 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 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;
- Ability to build and maintain positive relationships with internal and external stakeholders;
- Ability to liaise effectively with members;
- Effective and reliable representation of members;
- Motivate Members and Branch Structures;
- Computer literate;
- UASA's official communication language is English. The ability to communicate in any of the other official languages would be an advantage;
- Be a leader.

## **QUALITIES**

- Integrity
- Ethical
- Reliable
- Tactful
- Assertive
- Honest
- Passionate
- Team player

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](mailto: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: FRIDAY, 27 OCTOBER 2023 ON OR BEFORE  
16H00**