



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: Sector Manager

SECTOR: Minerals

CENTRE: Johannesburg / Pretoria

SALARY GROUP: DL

KEY PERFORMANCE AREAS

- The successful incumbent will be responsible for the Management and co-ordination of the Minerals Sector;
- Empower/train/guide operational staff members with the required knowledge;
- Co-ordinate branches and sectors;
- Effectively manage and control costs/budgets;
- Co-ordinate and ensure quality service delivery to members including proper and adequate communication;
- Responsible to maintain and increase the membership of UASA nationally in this sector;
- Promote the image, functions and purpose of UASA;
- Represent members on national sector structures.

REQUIREMENTS

- Higher Certificate (NQF 5) qualification in Human Resources/Labour Relations or equivalent experience (RPL);
- Computer Literate;
- Practical operational experience in all Sectors within the area of responsibility;
- Knowledge of the workings of a trade union;
- Managerial and leadership skills;
- Ability to plan strategically and to apply in practice;
- 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

- Managerial, team and leadership skills to lead and manage the Sector;
- Effective and empathetic communication;
- Ability to build and maintain positive relationships with internal and external stakeholders;
- Ability to work as a team member within the Sector as well as in the respective Managerial forums that the incumbent will be part of;
- Computer literate;
- Ability to write effective reports;
- Ability to liaise effectively with members;
- Effective representation of members;
- UASA's official communication language is English. The ability to communicate in any of the other official languages will be an advantage.

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 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**