



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 February 2024

Dear All

Please distribute this vacancy to all interested / qualifying individuals

VACANCY: Divisional Manager

SECTOR: Specialist Division

CENTRE: Head Office, Florida

SALARY GROUP: EL

KEY PERFORMANCE AREAS:

- The successful incumbent will be responsible for the Management and co-ordination of the Specialist Division consisting of the following Sectors;
 - Metal & Engineering;
 - General Sector, including: Water, Security, Paper & Pulp, Agriculture/Fishing, Cleaning, Health Care, Hospitality & Travel, Retail, Sugar, Motor Related, Aviation, Media Transport, Security, Arts and Entertainment and Personal Care;
- Empower and train Sector Managers in their respective sectors with the required knowledge;
- Co-ordinate operational training and development;
- Effectively manage and control costs/budgets;
- Represent UASA at Federation, National and International Level;
- Serves as Member of the Senior Leadership structure of the Union.

REQUIREMENTS:

- National Diploma or Advance Certificate (NQF 6) qualification in Human Resources/Labour
- Relations/Legal or equivalent experience (RPL);
- Specialist knowledge of appropriate Legislation and Collective Agreements;

- Practical operational experience in all Sectors within the area of responsibility;
- Must have successfully completed the CCMA Commissioners training course;
- Advanced knowledge of the workings of a trade union at senior level;
- Knowledge of the Legal, Case Management and Litigation aspects in the Union environment;
- Excellent managerial and leadership skills;
- Management experience in heading a department/division;
- Code 8 driver's license and a roadworthy vehicle;
- Reliable cell phone.

SKILLS

- Excellent strategic, managerial, team and leadership skills to lead and manage the Operational Staff that report to this position;
- 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 Division as well as in the respective Managerial forums that the incumbent will be part of;
- Computer literate;
- Advanced level of training and presentation skills;
- Ability to apply professional skills and knowledge in the work environment;
- Ability to write effective reports;
- Ability to liaise effectively with members;
- Ability to delegate effectively and to manage many different projects within the Division at once;
- Ability to manage the division's budget effectively;
- 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 to have been unsuccessful.

**CLOSING DATE FOR APPLICATIONS: FRIDAY, 16 FEBRUARY 2024 ON OR BEFORE
16H00**