



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



Head Office:
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12 February 2024

Dear All

Please distribute this vacancy to all interested and qualifying individuals

VACANCY: Assistant Operational Representative

CENTRE: Head Office, Florida

SALARY GROUP: A

KEY PERFORMANCE AREAS

- General administration;
- Communicate with members;
- Maintain and increase the membership of UASA within the region and thresholds within various sectors including activating inactive members;
- Promote the image, functions and purpose of UASA;
- Consult with Employers on behalf of Members;
- Representation of Members in grievances, disciplinary hearings and conciliations;
- Any ad hoc duties as and when required by Management.
- Establish branches and communicate with members;
- Negotiate and consult with Management of Employers on behalf of Members;
- Empower and retrain Shop Stewards (Representatives) of UASA;
- Build a sound relationship with Management of companies;

REQUIREMENTS

- A NQF Level 5 Diploma in Human Resources / Labour Relations or equivalent experience (RPL);
- Computer Literate (Microsoft Office which includes Word, Excel & Outlook);
- Knowledge of and the ability to apply and interpret Labour Legislation;

- Knowledge of the workings of a trade union;
- Travelling will be required;
- Reliable cell phone.

SKILLS

- Effective and empathetic communication;
- Motivate Members and Branch Structures;
- Ability to build and maintain positive relationships with internal and external stakeholders;
- Effective and reliable representation of members;
- Computer literate;
- UASA's official communication language is English. The ability to communicate in any of the other official languages would 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 at 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, 23 FEBRUARY 2024 ON OR BEFORE
16H00**