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

Head Office:
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11 September 2024

UASA REQUIRES THE SERVICES OF AN ETHICAL, HIGHLY MOTIVATED PROFESSIONAL INDIVIDUAL AS A TRADE UNION OPERATIONAL MANAGER SITUATED AT OUR BELLVILLE SERVICE CENTRE IN THE WESTERN CAPE

QUALIFICATIONS/REQUIREMENTS

- National Diploma in Human Resources / Labour Relations or equivalent experience (RPL);
- Advanced knowledge of and the ability to apply and interpret Labour Legislation.

KEY RESPONSIBILITIES/COMPETENCIES

- Representation of members in grievances, disciplinary hearings, conciliations and arbitrations;
- Establish branches and 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**;**
- Negotiate and consult with Management of Employers on behalf of Members**;**
- Empower and retrain 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 OF THE SUCCESSFUL CANDIDATE

- 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;
- 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.

This is an itinerant post, and the successful applicant will be expected to travel and sleep out from time to time.

Job grading/salary band will be based on CL/CU, depending on skills, experience and qualifications.

A 6 (six) month probationary period will apply.

The following documents must accompany the application:

1. Application letter, stating the position for which you apply;
2. A detailed CV;
3. Certified copies of your identity document and driver's license;
4. Letter of reference or service record.

By submitting an application for employment, the Job Applicant irrevocably, unconditionally and voluntarily consents, but not limited to the employment processes, to the collection and processing of personal information in relation to discharging the obligations and functions in the filling of the vacancy.

UASA -The Union is an equal opportunity employer subject to the provisions of the Employment Equity Act.

Please note that if you have not heard from us within 2 (two) weeks after the closing date, your application has been unsuccessful.

Interested persons should forward their application to Mrs. Theresa Roux, Chief Administrator Payroll & HR by e-mail cv@uasa.org.za on or before the closing date.

CLOSING DATE FOR APPLICATIONS: MONDAY, 30 SEPTEMBER 2024 ON OR BEFORE 16h00