



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



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UASA REQUIRES THE SERVICES OF AN ETHICAL, HIGHLY MOTIVATED PROFESSIONAL INDIVIDUAL AS A TRADE UNION OPERATIONAL MANAGER SITUATED IN PRETORIA

QUALIFICATIONS/REQUIREMENTS

- Educational Qualification: A National Diploma in Human Resources, Labour Relations, or equivalent experience recognized through Recognition of Prior Learning (RPL).
- Technical Proficiency: Proficiency in Microsoft Office Suite, including Word, Excel, and Outlook.
- Labour Legislation Expertise: Advanced knowledge and the ability to interpret and apply labour legislation effectively.
- Trade Union Knowledge: Familiarity with the structure, functions, and operations of a trade union.
- Travel Requirements: Extensive travel is required; therefore, possession of a valid Code 8 (EB) driver's license and access to a roadworthy, reliable vehicle is essential.
- Communication Requirements: A reliable mobile phone is required for effective communication.
- Languages: Proficiency in multiple languages will be advantageous.

KEY RESPONSIBILITIES/COMPETENCIES

1. Recruitment:

- Ensuring net-positive membership growth in your area of responsibility whilst mitigating membership losses through strategic initiatives, programs and listed UASA projects;
- Activating "in-active" and pending members;
- Establishing "contact" persons and networks intended to bolster UASA membership growth;
- Actively identifying new recruitment opportunities whether independently, or in conjunction with UASA team members;
- Ensure membership application forms are completed according to UASA standards, and submitted and processed in an efficient and timely manner. Where necessary, following up with Employer's and Members in the event of any delays or challenges pertaining to the processing of any application forms.

2. Service Delivery and Professional Conduct

- Service Members falling within the region stretching from Pretoria up to the North of Musina, ensuring

expedient turn-around times, professional handling of matters and providing timeous feedback to UASA management;

- Representation of members in grievances, disciplinary hearings, conciliations and arbitrations;
- Professional, timeous and expedient advice and guidance to Members in all labour-related matters;
- Empower, train and develop a network of active Shop Stewards (Representatives) of UASA with a focus on recruitment and service delivery;
- Serve on relevant bodies and social structures in order to represent the interest of our Members;
- Represent UASA on different councils and task teams;
- Co-ordinate the establishment of functional “Branches” as per, and in accordance to, UASA’s Constitution;
- Negotiate and professionally consult with Employer representatives on behalf of Members;
- Promote the image, functions and purpose of UASA.

3. Admin

- Professional and timeous completed and submission of all administrative reports to UASA Management;
- Ensuring expedient turn-around times in correspondence, communications and calls with Members, Employers and relevant parties;
- Checking all membership-related reports sent by UASA management on a monthly basis, ensuring all detail therein is accurate and up-to-date. Furthermore, using the data contained in said reports to guide any recruitment and/or service-related action.

KEY SKILLS & COMPETENCIES

- **Effective and Empathetic Communication:** The ability to communicate clearly, professionally, and empathetically with diverse stakeholders, including union members, employers, and industry representatives. Strong listening skills and the capacity to convey complex information in an accessible manner are essential.
- **Motivational Leadership:** The ability to inspire and mobilize union members and branch structures, fostering engagement, participation, and collective action in alignment with UASA’s objectives.
- **Multilingual Proficiency:** UASA’s official language of communication is English. However, proficiency in additional official South African languages is highly advantageous, enabling broader and more inclusive member representation.
- **Member Representation and Advocacy:** A strong commitment to effectively representing and advocating for members’ rights and interests, ensuring fair treatment and adherence to labour laws and collective agreements.
- **Leadership and Influence:** Demonstrated leadership capabilities, including the ability to guide, support, and influence teams, members, and organizational stakeholders to achieve strategic goals and uphold union values.

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 Patterson CL.

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: FRIDAY, 25 APRIL 2025 ON OR BEFORE 16h00