



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



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11 June 2026

UASA – THE UNION IS SEEKING AN ETHICAL, HIGHLY MOTIVATED AND PROFESSIONAL OPERATIONAL ASSISTANT TO JOIN OUR TEAM AT OUR GQEBERHA SERVICE CENTRE.

As an equal opportunity employer subject to the provisions of the Employment Equity Act, UASA values integrity, accountability and excellence.

MINIMUM QUALIFICATIONS / REQUIREMENTS

- **Education:** Grade 12 (NQF4) or equivalent experience through Recognition of Prior Learning (RPL).
- **Experience:** Sound administration and record keeping skills. Good communication skills with a strong focus on exceptional customer/member service and etiquette.
- **Technical Skills:** Working experience in Microsoft Office Suite (Word, Advanced Excel, and Outlook).
- **Language:** UASA's official communication language is English. The ability to communicate in any of the other official languages would be an advantage.

KEY RESPONSIBILITIES

- **General office administration:** duties, including but not limited to filing, ordering of stationery, printing, scanning, etc;
Keeping an inventory of office supplies and ordering new materials as needed;
Welcoming members/visitors to the office;
Answering phone calls;
Taking and delivering messages;
Ensuring the office runs smoothly;
Scheduling meetings and sending meeting invites to attendees;
Submit weekly reports on members recruited by team members;
Assisting Operational team members with arrangements of meetings, reports on membership, pending members and last pays;
Submit application forms and dispute referral forms to Companies;
Assisting with the recruitment of Members.

CORE COMPETENCIES AND PERSONAL QUALITIES

- **Problem Solving:** Ability to find solutions to general problems.
- **Communication:** Effective, articulate, and empathetic communication style; ability to build and maintain positive relationships with internal and external stakeholders.
- **Attributes:** Integrity, ethical conduct, reliability, honesty, and passion.

Job grading/salary band will be based on Patterson A.

A 3 (three) 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;
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, 19 JUNE 2026 ON OR BEFORE 16H00