



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



Head Office:

PO Box 565, Florida, 1710, South Africa.

231 Panorama Drive, Constantia Kloof, 1709, South Africa.

www.uasa.org.za | pr@uasa.org.za

Tel: 011 472 3600 | Fax: 011 674 4057 | UASA Call Center: 086 100 8272

05 June 2026

UASA – THE UNION IS SEEKING AN ETHICAL, HIGHLY MOTIVATED AND PROFESSIONAL SENIOR ADMINISTRATOR TO JOIN OUR TEAM AT THE HEAD OFFICE SITUATED IN CONSTANTIA KLOOF.

The successful candidate will oversee daily administrative workflows, ensure strict data governance and integrity and provide vital support and leadership to our administrative team and regional offices.

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 (Matric) or equivalent experience through Recognition of Prior Learning (RPL).
- **Experience:** Proven track record of at least 2 years in general administration, high-volume data capturing, and data integrity validation. Supervisory and/or team leadership experience is a must.
- **Technical Skills:** High proficiency in Microsoft Office Suite (Word, Advanced Excel, and Outlook) and a strong aptitude for digital data processing environments.
- **Language:** Full proficiency in English (UASA's official communication language).

KEY RESPONSIBILITIES

- **Data Integrity and Reconciliation:** Oversee the data processing pipeline; perform through reviews and monthly reconciliations of processed schedules and generate detailed management reports.
- **Workflow Distribution and monitoring:** Efficiently allocate, distribute and monitor tasks to ensure balanced and timely completion of team duties.
- **Stakeholder Liaison:** Serve as a key electronic and telephonic point of contact for UASA regional offices and other stakeholders.
- **Inter-Departmental Support:** Collaborate with internal departments to resolve membership enquiries, verify payments, and clarify schedule data.
- **Team Leadership:** Guide, mentor, and supervise administrators in their daily tasks, fostering a collaborative and high-performance environment.
- **General Administration:** Oversee standard office administration, systematic electronic filing, and the scanning/linking of vital digital documents.

CORE COMPETENCIES AND PERSONAL QUALITIES

- **Leadership & Problem Solving:** Exceptional ability to lead a team, balance workloads, and independently resolve operational bottlenecks.
- **Communication:** Effective, articulate, and empathetic communication style; proven ability to build and maintain positive relationships with internal and external stakeholders.
- **Attributes:** Integrity, ethical conduct, reliability, honesty, passion, and a tactful yet assertive approach to conflict resolution and team dynamics.

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, relevant certificates and or degrees.;
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.

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