



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



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15 July 2026

UASA REQUIRES THE SERVICES OF AN ETHICAL, HIGHLY MOTIVATED PROFESSIONAL INDIVIDUAL TO FILL THE POSITION OF ASSISTANT OPERATIONAL MANAGER, SITUATED IN CAPE TOWN, BELLVILLE

QUALIFICATIONS/REQUIREMENTS

- Grade 12 / Matric.
- A qualification in Human Resources, Labour Relations, Industrial Relations, or a related field will be advantageous.
- Basic to sound understanding of South African labour legislation.
- An interest in trade union work, member service and labour relations.
- Proficiency in Microsoft Office, including Word, Excel and Outlook.
- Valid Code 8 / EB driver's licence and access to a reliable, roadworthy vehicle.
- Reliable mobile phone for effective communication.
- Previous experience in a trade union, HR, labour relations, bargaining council or similar environment will be advantageous.

PURPOSE OF THE POSITION

The Assistant Operational Manager will support UASA's operational work in Bellville and the broader Western Cape region. The position will assist with member service, recruitment, administration, workplace engagement, shop steward support and the general servicing of UASA members.

The position is suited to an individual who is eager to learn, able to work with people, and willing to develop within a trade union and labour relations environment.

KEY RESPONSIBILITIES/COMPETENCIES

The successful applicant will be responsible for, although not limited to, the following:

- Assisting with membership growth and recruitment initiatives.
- Supporting the activation of inactive or pending members.
- Assisting with workplace visits, member engagement and recruitment activities.

- Ensuring membership application forms are completed correctly and submitted timeously.
- Following up on membership-related queries, forms and documentation.
- Assisting members with basic labour-related queries and referring complex matters where required.
- Supporting Operational Managers and representatives with member service and case preparation.
- Assisting with grievances, disciplinary matters, conciliations, arbitrations and other labour-related processes, where required and under guidance.
- Assisting with communication between members, shop stewards, employers and UASA Management.
- Supporting the development and functioning of shop steward and branch structures.
- Assisting with meetings, workplace engagements, council-related matters and UASA activities.
- Promoting the image, role and purpose of UASA.
- Completing administrative tasks, reports, correspondence and feedback timeously.
- Maintaining accurate records and assisting with monthly membership-related reports.

KEY SKILLS AND COMPETENCIES

The ideal candidate should demonstrate:

- Good communication and interpersonal skills.
- The ability to deal with members and stakeholders in a professional and respectful manner.
- Basic understanding of labour relations and workplace processes.
- Willingness to learn and develop in a trade union environment.
- Good administrative and organisational skills.
- The ability to follow instructions and work independently when required.
- The ability to work under pressure and meet deadlines.
- Proficiency in English. Proficiency in additional official South African languages will be advantageous.

PERSONAL ATTRIBUTES

- 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 BL/BU, 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: FRIDAY, 24 JULY 2026 ON OR BEFORE 16h00