



REGISTERED TRADE UNION REG NO. LR 2/6/2/1499
AFFILIATED TO FEDUSA

Head Office:
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March 2020

Dear All,

Please distribute this vacancy to all interested / qualifying members

VACANCY: Operational Representative (Organizer)

SECTOR: Personal Care

CENTRE: Tshwane / Northern Province / Mpumalanga

SALARY GROUP: CL - CU

KEY PERFORMANCE AREAS:

- Representation of members in grievances, disciplinary hearings, conciliations and arbitrations;
- Establish branches and communicate with members;
- Maintain and increase the membership of UASA including activating inactive members;
- Maintain and grow thresholds within various sectors.
- Promote the image, functions and purpose of UASA;
- Negotiate and consult with Management of Employers on behalf of Members;
- Train and develop Representatives of UASA;
- Serve on relevant bodies and social structures, to represent the interest of our members.

REQUIREMENTS

- Post Matric qualification (Human Resources / Labour Relations) or equivalent experience (RPL);
- Knowledge of the Personal Care Sector;
- 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) drivers license and ownership/use of a roadworthy and reliable vehicle is essential;
- Reliable cell phone;
- The successful candidate will have to work from home.

SKILLS

- Effective and empathetic communication;
- The ability to speak more than two of the official languages are preferred;
- Effective and reliable representation of members.

QUALITIES

- Integrity;
- Ethical;
- Reliable;
- Tactful;
- Assertive;
- Honest;
- Trustworthy

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

Applicants must please submit a letter of application as well as an up-to-date CV, indicating the position they are interested in, to Mrs. Theresa Roux, Chief Administrator – Payroll & HR either by fax at 086 565 7680 or by e-mail at t.roux@uasa.org.za before the closing date. If you are not contacted by the UASA – The Union within two weeks after the closing date, please consider your application as unsuccessful.

CLOSING DATE FOR APPLICATIONS 31 MARCH 2020 BEFORE 16H00