



# NEHAWU

National Education Health & Allied Workers Union

## OFFICE OF THE SECRETARIAT

E-Mail: [SecretariatPA@nehawu.org.za](mailto:SecretariatPA@nehawu.org.za)

Head Office  
56 Marshall Street  
Marshalltown  
P.O. Box 10812  
Johannesburg, 2000

Tel: (011) 833-2902  
Fax: (011) 833-0757

Website: [www.nehawu.org.za](http://www.nehawu.org.za)

Location:	Mike Tauyatswala	Date:	31 August 2017
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Job Title:	Regional Organiser
Office:	Mike Tauyatswala
Reporting to:	Regional Secretary

Main Purpose	To Effectively organize and represent workers
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### **Key Performance Areas:**

- To organize and recruit workers within the scope of the union;
- To co-ordinate collective bargaining work of the union and lead negotiations in all companies and institutions where we bargain locally;
- To build strong and vibrant branches, shop stewards committees and substructures capable of providing high quality service and representation to members, and attend meetings as necessary;
- To assist in training and supporting shop stewards and office bearers;
- To work with Paralegal Officer in building strong paralegal team within the region capable of representing members in disciplinary cases, conciliation and arbitration;
- To represent members in grievance and disciplinary hearings where and when shop stewards and branch office bearers are unable to do so, and to refer cases to conciliation and arbitration;
- To submit monthly work reports and programs to the Regional Secretary and PHOSEC



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### **Competencies and Skills required:**

Individuals meeting the following criteria are to apply:

- Grade 12 plus relevant tertiary qualification
- Experience of working in a trade union movement
- Prepared to work flexible hours
- Report writing skills
- Drafting of Agreements
- Organizing skills
- Communication and application
- Knowledge and interpretation of legislation
- Valid Driver's License

### **Remuneration:**

- Salary is based on Nehawu Salary Grading System
- Provident Fund; Medical Aid
- Housing Subsidy (subject to union criteria)
- Membership of the NEHAWU Group Schemes
- 13<sup>th</sup> Cheque

### **Applications:**

Applications are now invited from suitably qualified individuals to send their C.Vs with at least two references, Identity documents and copy of qualifications to the following address:

The Provincial Secretary  
NEHAWU Provincial Office  
8 Jorrison Street,  
P.O.Box 55300  
Polokwane, 7000

**Tel:** 015 291 4161

**Fax:** 015 291 4213

**Email to:** [lpadministrator@nehawu.org.za](mailto:lpadministrator@nehawu.org.za)

### **CLOSING DATE:**

Closing date for applications is 12 September 2017

**NO LATE APPLICATIONS WILL BE ACCEPTED**