



NEHAWU

National Education Health & Allied Workers Union

OFFICE OF THE SECRETARIAT

E-Mail: SecretariatPA@nehawu.org.za

Head Office
33 Hoofd Street, Braamark
Braamfontein, 2001
P.O. Box 10812
Johannesburg, 2000

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

Website: www.nehawu.org.za

Location:	Thabo Moshoeshe Regional Office	Date:	13 September 2024
Job Title:	Regional Organiser		
Province:	Eastern Cape		
Reporting to:	Regional Secretary		

Main Purpose: To effectively organise and represent workers in the region.

Key Performance Areas:

- To organise 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; and,
- To submit monthly reports and programs to the Regional Secretary and PHOSEC.

Competencies and Skills required:

Individuals meeting the following criteria are to apply:

- Grade 12 or equivalent thereof
- Qualification in labour law or labour relations
- Experience working in a trade union movement
- Prepared to work flexible hours
- Computer Literacy on MS packages
- Drafting of Agreements
- Organising and Recruitment skills
- Communication and application
- Valid Driver's License



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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
- 13th Cheque

Applications:

Applications, especially female are now invited from suitably qualified individuals to send their CVs with at least two references, identity document and copies of qualifications to the following address:

Eastern Cape Province
Sindile Kondlo House
15 St. Matthews Road
Southernwood.

P.O.Box 97
East London, 5200

Email Address : wendy@nehawu.org.za

Tel No : (043) 743 2876
Fax No: (043) 743 8623

CLOSING DATE:

Closing date for the applications is on the **26 September 2024.**