



NEHAWU

National Education Health & Allied Workers Union

OFFICE OF THE SECRETARIAT

E-Mail: SecretariatPA@nehawu.org.za

Head Office
33 Hoofd Street | Braampark
Braamfontein
P.O. Box 10812
Johannesburg, 2000

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

Website: www.nehawu.org.za

Location:	Ikapa South Region	Date:	27 October 2020
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Job Title:	Regional Organiser - Correction of qualification criteria		
Office:	Ikapa South		
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 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:

- Matric or equivalent thereof
- 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
- 13th 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:

9th Floor
Dumbarton House
1 Church Street
Cape Town
8000

Or

Fax to: (021) 424 4667

Email to: wadministrator@nehawu.org.za

CLOSING DATE:

Closing date for applications is on the 10 November 2020

Applicants must consider their applications to be unsuccessful in cases where they do not hear from us within a period of 10 weeks from the date of circulating this advert