



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

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|---|-------------------------|
| Location: Kenny Phalandwe Regional Office | Date: 13 September 2022 |
| Job Title: Regional Administrator | |
| Province: Limpopo Province | |
| Reporting to: Regional Secretary | |

Main Purpose: Ensure smooth running of the Regional Office related to Administration

Key Performance Areas:

- To manage and be in charge of the administration of the regional office
- To advise and orientate staff, officials, coordinators and office bearers on the implementation of administrative systems, practices and procedures
- To provide administrative backup to constitutional structures of the branch and region in order to ensure timeous and full information to delegates about all logistical arrangements
- To ensure effective planning of logistics for events and activities in the region
- To receive regular briefings from office bearers, keep well informed about union policies, strategies and campaigns, and thereby be in the position to answer queries from members, shop stewards, and office bearers on current developments.
- To assist in the provision of the most effective service delivery to the membership through good coordination, communication and responding to members queries
- To maintain an office diary including in / out correspondence system
- To manage the information reaching the office by fax, phone, email or post through a pigeonhole system, but also recording urgent mail and follow up and operating an effective manual and electronic storage system
- To develop and maintain the good image of the organization through professional writing procedures, using appropriate logos and letterheads and fax cover designs
- To provide effective professional service to branches and responding to administrative needs
- To contribute toward regular up grading of our administrative systems handbook in consultation with administrators in the province
- To ensure a neat, tidy and professional office that is member friendly and gives visitors confidence in the union
- To attend meetings and record minutes as and when required to do so by the office bearers
- To practice prudence towards the management of the organizations scarce resources, whilst putting in place systems which implement cost controls, i.e. stationary controls, petty cash controls, telephone controls and encouraging the use of email
- To maintain a petty cash system



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Competencies and Skills required:

- Grade 12/Matric
- Relevant tertiary qualifications
- 3 – 5 years relevant working experience
- Computer Skills MS Office
- Communication Skills
- Interpersonal Skills
- Event Organising, Coordination and Management
- Listening and writing Skills
- Knowledge of SA Labour Law

Remuneration:

- Salary is based on Nehawu Salary Grading System
- Membership of Nehawu Provident Fund
- Medical Aid
- Housing Subsidy(subject to completion of the qualifying period)
- Membership of the NEHAWU Group Schemes
- 13th Cheque

Applications:

Applications are now invited from suitably qualified individuals. CVs must be accompanied by at least of at least two references, copy of qualifications and ID Copy must be addressed to:

NEHAWU Limpopo Provincial Office

cnr Jorrisen and Bok street,
Polokwane
0699

Tel: 015 2972327/291 4161

Fax: 015 291 4213

Email to: RachelK@nehawu.org.za

CLOSING DATE:

Closing date for the applications is on the **20 September 2022.**