



NEHAWU

National Education Health & Allied Workers Union

OFFICE OF THE SECRETARIAT

E-Mail: SecretariatPA@nehawu.org.za

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

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

Website: www.nehawu.org.z

Location:	Gauteng Province	Date:	15 September 2022
Job Title:	2 x Regional Organisers		
Regions:	Tshwane and Vuyani Mabhaxa		
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 are now invited from suitably qualified individuals to submit their CVs with a list of at least two contactable references, copies of qualifications and ID to the following addresses:

17th Floor Mable Towers Building
Cnr Von Wielligh and Jeppe Streets
Johannesburg,
2107

Email Address: hlonki@nehawu.org.za

Tel No: (011) 336 1696

Fax No: (011) 336 1508

CLOSING DATE:

Closing date for the applications is on the **23 September 2022**.