



# 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](http://www.nehawu.org.za)

Location:	Northern Cape Provincial Office	Date:	24 March 2022
Job Title:	Provincial Administrator		
Province:	Northern Cape Province		
Reporting to:	Provincial Secretary		

Main Purpose: Ensure smooth running of administration related functions in the Provincial Office

### **Key Performance Areas:**

- To manage and be in charge of the administration of the Provincial 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 and other activities of the region and province, ensuring timeous and full information to delegates about all logistical arrangements
- To ensure effective planning of all events and activities in the region and province
- 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 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
- Respond to branches, shop stewards, officials, and office bearers in relation to financial queries.
- Liaise with the Head Office Finance Service Center in relation to financial procedures, problems and questions on policy.
- Bank monies received by the union
- Keep accounts of income and expenditure in accordance with the union's financial procedures.
- To provide effective professional service to branches and responding to administrative needs
- To attend meetings and record minutes as and when required to do so by the office bearers
- To ensure a neat, tidy and professional office that is member friendly and gives visitors confidence in the union
- To practice consciousness 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 contribute toward regular up grading of our administrative systems handbook in consultation with regional administrators
- 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 suite)
- 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
- 13<sup>th</sup> 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:

#### **Northern Cape Province**

City of Northern Cape

4 Dalham Rd,  
Beaconsfield  
Kimberley, 8301.

P. O. Box 1818,  
Kimberley, 8300  
Phone number:

Tel: 053 832 6836

Fax: 053 832 6837

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

**CLOSING DATE: 07 April 2022**