



NATIONAL PUBLIC SERVICE WORKERS UNION (NPSWU)

DURBAN HEAD OFFICE

22 Davenport Avenue
Glenwood, 4001
P.O.Box 1100
Durban, 4000
Tel: 031 304 7563
Fax: 031 307 3306
info@npswu.org
www.npswu.org

JOHANNESBURG

No.1, Second Avenue
Alberton 1450
P.O.Box 6672
Johannesburg, 2000
Tel: 011 333 7981
Fax: 011 333 7980
jhb@npswu.org
www.npswu.org

LIMPOPO

Office No. 309-3rd Flr
Dada House, 19A Grobler Str
Polokwane, 0699
Tel: 015 291 1276
Fax: 015 291 1514
086 585 7858
limpopo@npswu.org
www.npswu.org

WESTERN CAPE

Suite No. GE, Building No. 17
Waverley Business Park
Wycroft Road, Mowbray
Observatory, Cape Town, 7700
Tel: 021 447 2870
Fax: 086 535 7858
westerncape@npswu.org
www.npswu.org

VACANCIES: PROVINCIAL LIASON OFFICERS / ORGANISERS

(12 Months Fixed Term Contract)

KwaZulu-Natal (Amajuba office), Free state, Limpopo, Gauteng

SALARY: R15 000 P/M

Union Vehicle

Housing allowance

13 Cheque

MAIN PURPOSE OF POSITION:

To recruit, organize and provide an effective service to members on all Labour related matters.

KEY RESULTS AREAS

- Recruitment of new members.
- Marketing of the Union to potential members both individually and in institutions.
- Servicing of existing members and advising them of their rights in terms of the relevant policies of labour legislations.
- Set up and running of recruitment campaigns in the province.
- Representing and assisting members in terms of grievances, unfair labour practices and unfair dismissal disputes.
- Manage the Case Management systems.
- Establishing and maintaining of worker structures in branches and institutions
- Addressing individual and collective rights and interests of members
- Compiling accurate reports on recruitment, cases, and meetings of the Union
- Addressing individual and collective rights and interest issues for members.
- Administrative and professional support to the electorate structures of the union.

INHERENT REQUIREMENTS OF THE JOB

- Grade 12 (NQF 4)
- Three-year National Diploma (NQF 6) in labour Relations/Law, Human Resource Management, or equivalent qualification or NQF 5 Certificate with 2 years' experience in marketing field.

- Knowledge and demonstrated interest in Trade Union movement, Bargaining Councils and dispute resolution bodies including CCMA.
- Knowledge and understanding of relevant Labour Legislation and the application of case law.
- Knowledge of collective agreements.
- Strong organising skills.
- Knowledge and experience in Trade Unions.
- Ability to work independently with minimum supervision.
- Ability to cope with a demanding workload.
- Flexibility to travel and work irregular and unfixed hours.

➤ **COMPETENCIES:**

- High level written and verbal communication skills.
- Attention to detail and high level of accuracy.
- Ability to multitask, plan and prioritize effectively.
- Ability to manage time and resources effectively.
- Strong negotiation and influencing skills.
- Conflict resolution skills
- Computer literate with report writing skills.

SUCCESSFUL CANDIDATE MUST

- Keep abreast of latest Labour Relations Developments.
- Must be available on a short notice.
- Must be in possession of a valid driver's license and
- Must be computer literate.

Directions to Candidates:

Applicants should forward a letter of application, latest comprehensive CV and certified copies of qualifications, ID document and drivers' licence to: The Assistance General Secretary, National Public workers Union. (NPSWU), ntombela@npswu.org /infonpswu@npswu.org

Applicants please note:

- NPSWU reserves the right not to make the appointment.
- The interview process is guided by the principles and objectives of Employment Equity legislation.
- A Six (06) month probationary period will apply.
- Only shortlisted candidates shall be invited for an interview.
- If you are not contacted within fourteen (14) days of the closing date, kindly consider your application to be unsuccessful.
- NPSWU will do criminal record and credit record checks before appointment.

Deadline for applications: 18.05.2024