

NATIONAL PUBLIC SERVICE WORKERS UNION (NPSWU)			
	HEAD OFFICE (DURBAN)	GAUTENG OFFICE	LIMPOPO OFFICE
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Enquiries: TG Shandu (National Secretary)
 Contact: 031 304 7563
 Email: shandu@npswu.org

04 August 2026

VACANCY: LABOUR RELATIONS OFFICER / ORGANISER (GAUTENG PROVINCE)

Applications are hereby invited from suitably qualified and experienced candidates for the position of **Labour Relations Officer / Organiser** based in Gauteng to cover Gauteng Province.

Key Responsibilities

- Recruit, organise, and service Union members.
- Represent members in disciplinary hearings, grievances, and dispute resolution processes.
- Handle labour relations matters and provide advice on employment-related issues.
- Assist in collective bargaining and negotiations.
- Conduct workplace visits and organise meetings with members.
- Prepare reports and maintain proper case records.
- Promote and protect the interests of members within workplaces.
- Liaise with employers, stakeholders, and relevant institutions on labour matters.
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Minimum Requirements

- Qualification in any of the following, Labour Relations, Industrial Relations, Law, or related qualification.
- Minimum of 2–3 years' relevant experience in labour relations, Union organising, or employee relations.
- Sound knowledge of South African labour legislation, including the Labour Relations Act, BCEA, and Employment Equity Act.
- Strong communication, negotiation, and conflict resolution skills.
- Ability to work independently and under pressure.
- Computer literacy and report-writing skills.
- Valid driver's licence will serve as an advantage.

Added Advantage

- Experience or ability to handle matters at the CCMA, Bargaining Councils, and the Labour Court will serve as a strong added advantage.

Interested candidates should submit a detailed CV together with certified copies of qualifications and supporting documents to:

shandu@npswu.org

Closing Date: Friday 14 August 2026

Only shortlisted candidates will be contacted.