



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
EKURHULENI REGION**

**MBUYISELO NGWENDA HOUSE
287 Commissioner Street
BOKSBURG
1459**

**P O BOX 1523
BOKSBURG
1460**

**Tel: (011) 892 4554/5073
Fax: (011) 892 3044**

sibongilen@numsa.org.za

REGIONAL CAREERS

Advertisement Category	Internal and External
Status of Advertisement	Replacement
Status of Vacancy	Permanent
Location of Vacancy	Ekurhuleni Region
Date of Advertisement	29 August 2017

NUMSA hereby invites suitably qualified candidates
to apply for the following position within its Ekurhuleni Region:

REGIONAL LEGAL OFFICER

Inherent Requirements:

- Matric with relevant tertiary qualification and proven experience in the field;
- Knowledge and in-depth understanding of Industry Main Agreement absolutely essential;
- Knowledge and demonstrated interest in Trade Union movement, Bargaining Councils and CCMA;
- Knowledge, application and interpretation of relevant Labour Legislation including Case Law;
- In-depth knowledge and understanding of NUMSA Constitution;
- Knowledge of collective agreements within NUMSA sectors;
- Demonstrated ability to negotiate effectively;
- Relevant experience in legal drafting;
- Demonstrated understanding of bookkeeping principles;
- Computer Literacy with sound typing skills;
- Valid Driver's license and ownership of a roadworthy vehicle;
- Willingness to travel extensively and be flexible to pressurized irregular working hours;

Competencies:

- Excellent interpersonal skills with the ability to manage time effectively
- Be a self-motivated team player who is able to work with minimal supervision
- Multilingual with excellent communication skills
- Even-tempered coupled with good interpersonal skills
- Excellent report-writing skills
- Ability to demonstrate initiative
- Conflict and Dispute resolution skills

Responsibilities:

- Regional representation of NUMSA at Labour Court, CCMA, Bargaining Council;



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- Prepare statements for cases in conjunction with National legal department;
- Prepare reports on relevant meetings;
- Advise shop stewards on labour related matters;
- Assist with the running of education programs for shop stewards and members;
- Execute any instruction given by Regional Secretary or through Regional Secretary by Constitutional Structures and Office Bearers

Closing date for applications: 15 September 2017

Applications may be submitted to the Regional Secretary at:

287 Commissioner Street, Boksburg, 1459

OR P O Box 1532, Boksburg, 1460

Fax: (011) 892 3044

Email: sibongilen@numsa.org.za

Applicants please note:

NUMSA reserves the right not to make the appointment;

The interview process is guided by the principles and objectives of Employment Equity legislation;

Only shortlisted candidates shall be invited for an interview;

Shortlisted candidates shall be subjected to a competency/skills assessment;

If you are not contacted within **fourteen (14) days** of the closing date, kindly consider your application to be unsuccessful;

Applications from persons with disabilities are welcome;