



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
NORTHERN CAPE REGIONAL OFFICE**

**R.K SELEKISHO HOUSE
67 ALIWAL STREET
WESTDENE
BLOEMFONTEIN
9300**

**P O BOX 1905
BLOEMFONTEIN
9300**

**Tel: (051) 448 4639/77
Fax: (051) 448 4648**

pumezak@numsa.org.za

REGIONAL CAREERS

Advertisement Category	Internal and External
Status of Advertisement	Replacement
Status of Vacancy	Permanent
Location of Vacancy	Welkom Local Office
Date of Advertisement	30 August 2017

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

LOCAL ORGANISER – WELKOM LOCAL

Purpose of Position:

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

Inherent Requirements:

- Matric or equivalent qualification;
- Relevant qualifications and experience in the field;
- Knowledge and in-depth understanding of Main Agreement essential;
- 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 within NUMSA sectors;
- Valid Driver's license with ownership of a roadworthy vehicle;
- Flexibility to travel and work irregular hours;

Competencies:

- High level written and verbal communication skills
- Be a self-motivated team-player who is able to work with minimal supervision
- Ability to multitask, plan and prioritise effectively
- Ability to manage time and resources effectively
- Negotiation skills
- Conflict resolution skills
- Computer literate with report writing skills



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Responsibilities:

- Recruit and organize members into NUMSA
- Negotiate with employers on wages and working conditions of employment
- Prepare statements for cases in conjunction with regional legal department
- Attend and report on Local Shopsteward Council meetings
- Prepare reports on relevant meetings
- Advise shopstewards on and assist with labour matters
- Represent members at enquiries, Bargaining Councils and CCMA
- Assist with the running of education programs for shopstewards and members
- Execute instructions given by Regional Secretary or through Regional Secretary by Constitutional Structures and Office Bearers

Closing date for applications: 06 September 2017

Applications may be submitted to the Regional Secretary at:

RK Sekelisho House

67 Aliwal Street

Westdene

Bloemfontein

Fax: (051) 448 4648

OR P O Box 1905, Bloemfontein, 9300

Email: pumezak@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;