



**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](mailto:Sibongilen@numsa.org.za)**

**REGIONAL CAREERS**

<b>Advertisement Category</b>	<b>Internal and External</b>
<b>Status of Advertisement</b>	<b>Replacement</b>
<b>Status of Vacancy</b>	<b>Permanent</b>
<b>Location of Vacancy</b>	<b>Regional Office</b>
<b>Date of Advertisement</b>	<b>13<sup>th</sup> July 2018</b>

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

**REGIONAL ORGANISER**

**Purpose of Position:** Upon direction of regional and national structures, organize all activities of the region, including the representation of members as may be required at regional level.

**Requirements:**

- Matric or equivalent qualification;
- Knowledge and understanding of Trade Unions, Bargaining Councils and CCMA;
- Knowledge and understanding of relevant Labour Legislation and case law;
- Knowledge of collective agreements within NUMSA sectors;
- Knowledge and understanding of objectives of SETA's;
- Knowledge and understanding of regulatory framework which informs Skills Development and Employment Equity;
- Computer Literacy;
- Valid Driver's license & Roadworthy vehicle;
- Extensive travel with flexible working hours;

**Competencies:**

- Multilingual with excellent communication skills
- Even-tempered coupled with good interpersonal skills
- Be a self-motivated change agent with an enquiring mind
- Solution-orientated team-player
- Ability to multitask, organize and plan effectively
- Ability to manage time and resources effectively
- Ability to demonstrate initiative
- High-level report-writing skills
- Co-ordination skills
- Facilitation and Mentoring skills



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- Conflict resolution & Negotiation Skills

**Responsibilities:**

- Development of mechanisms and strategies to ensure that members receive quality service
- Recruitment and education of members on the role NUMSA in the workplace
- Attendance of collective bargaining negotiations as Chief Negotiator
- Overseeing the implementation of collective agreements in relevant sectors
- Development of regional transformation plans
- Ensuring the implementation of Employment Equity and Skills Development strategies
- Representation of NUMSA at applicable meetings, forums and committees
- Execute any instruction given by Regional Secretary or through Regional Secretary by Constitutional Structures

**Closing date for applications: 20 July 2018**

Applications may be submitted to the Regional Secretary at:

287 Commissioner Street, Boksburg

**OR**

P O Box 1532, Boksburg, 1460

Fax: (011) 892 3044

Email: [sibongilen@numsa.org.za](mailto: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;