



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
HEAD OFFICE**

155 Lilian Ngoyi Street
Cnr Gerard Sekoto
Newtown, Johannesburg
2001

P O BOX 260483
EXCOM
2001

Tel: (011) 689 1700
Fax: (086) 547 0283

niskalas@numsa.org.za

HEAD OFFICE CAREERS

Advertisement Category	Internal & External
Status of Advertisement	New
Status of Vacancy	Permanent
Location of Vacancy	Head Office
Date of Advertisement	20 August 2018

NUMSA has the following vacancy at its Head Office in

Newtown, Johannesburg

NUMSA invites suitably qualified candidates to apply for the following position:

NATIONAL PUBLICATIONS OFFICER

Purpose of Position:

To co-ordinate the writing, editing and creation of all NUMSA publications including the relevant photography and videography aligned to such publications.

Responsibilities:

- Produce NUMSA News (6) times per year;
- Produce NUMSA Bulletin (3) times per year;
- Produce Motor News (1) times per year;
- Produce Information Posters for campaigns;
- Produce Educational Booklets and Articles;
- Manage the editing and finalizing of publications;
- Manage the layout, design and printing of publications;
- Attend relevant meetings for the development and finalization of publications;
- Create and manage income generating advertising opportunities within relevant NUMSA publications
- Produce comprehensive report on bargaining after negotiations;
- Attend relevant meetings for the development and finalization of reports;
- Develop policies relevant to publications within the organization;
- Produce banners, T-shirts, caps and bags for conferences, congresses and campaigns together with NUMSA Procurement officer.
- Manage the layout, design and printing of promotional material;
- Update and manage NUMSA publications information on the website with the website administrator.
- Skills development of writers to assist with story-gathering at regional level;
- Development of training content to assist with skills development of writers



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
HEAD OFFICE**

**155 Lilian Ngoyi Street
Cnr Gerard Sekoto
Newtown, Johannesburg
2001**

**P O BOX 260483
EXCOM
2001**

**Tel: (011) 689 1700
Fax: (086) 547 0283**

niskalas@numsa.org.za

HEAD OFFICE CAREERS

Advertisement Category	Internal & External
Status of Advertisement	New
Status of Vacancy	Permanent
Location of Vacancy	Head Office
Date of Advertisement	20 August 2018

- Register and maintain an accurate record of organizational publications and bargaining reports

Inherent Requirements:

- Grade 12 /Matric
- Valid, relevant tertiary qualification in Journalism and/or Communications
- Experience in application of understanding media dynamics applicable to a trade union environment;
- High-level computer literacy;
- Application of diversity-management principles;
- Development of publications (internal and external including bulletins, newsletters, pamphlets, brochures)
- Policy drafting applicable to publications within a Union environment
- Experience in Professional Photography, Videography
- Knowledge of Graphic Design including software applications such as Corel Draw, InDesign and Photoshop;
- Valid driver's license and a Roadworthy vehicle

Competencies:

- Atypical working conditions
- High-level financial acumen
- Extensive travel
- Attention to detail.

Closing date for applications: 31st August 2018

Applications may be submitted to Human Resources at:

NUMSA Head Office
153 Lilian Ngoyi Street
Cnr Gerard Sekoto

OR

P O Box 260483,
Excom, 2001



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
HEAD OFFICE**

155 Lilian Ngoyi Street
Cnr Gerard Sekoto
Newtown, Johannesburg
2001

P O BOX 260483
EXCOM
2001

Tel: (011) 689 1700
Fax: (086) 547 0283

niskalas@numsa.org.za

HEAD OFFICE CAREERS

Advertisement Category	Internal & External
Status of Advertisement	New
Status of Vacancy	Permanent
Location of Vacancy	Head Office
Date of Advertisement	20 August 2018

Newtown, Johannesburg, 2001

Fax: (086) 547 0283

Email: niskalas@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;