



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA  
JC BEZUIDENHOUT REGION**

**2<sup>nd</sup> Floor McCarthy Centre  
32 – 34 Eloff Street  
JOHANNESBURG  
2001**

**P O BOX 62437  
MARSHALLTOWN  
2107**

**Tel: (011) 331 2386/9  
Fax: (011) 331 3074**

[Ceciliam@numsa.org.za](mailto:Ceciliam@numsa.org.za)

**REGIONAL OFFICE 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>Local of Vacancy</b>	<b>JC Bez Region : Kempton Park Local</b>
<b>Date of Advertisement</b>	<b>17<sup>th</sup> August 2018</b>

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

**LOCAL ADMINISTRATOR – KEMPTON PARK LOCAL**

**Purpose of Position:**

The suitable candidate will be an effective link between members, NUMSA and employers so as to ensure efficient daily office administration in co-operation with Local and Regional Leadership.

**Requirements:**

- Grade 12/Matric or equivalent qualification;
- Knowledge and understanding of Trade Unions, Bargaining Councils and CCMA;
- Knowledge and understanding of relevant Labour Legislation;
- Thorough knowledge of administration and office procedures;
- Computer literate with excellent typing skills;
- Switchboard and frontline acumen;

**Competencies:**

- Strong written and verbal communications skills
- Excellent interpersonal skills
- Initiative with the ability to co-ordinate and adapt;
- Ability to organize and plan effectively
- Ability to manage time effectively
- Ability to demonstrate initiative

**Responsibilities:**

- Efficiently manage reception within the office;
- Professionally liaise with local office bearers, members and employers on behalf of NUMSA;
- Provide friendly and efficient administrative support including assisting with payment queries and quotations from service providers;

**Closing date for applications: 24<sup>TH</sup> August 2018**



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Applications may be submitted to the Regional Secretary at:

Second Floor, 32 – 34 Eloff Street, Johannesburg

OR

P O Box 62437 Marshalltown, 2107

Fax: (011) 838 0302

Email: [ceciliam@numsa.org.za](mailto:ceciliam@numsa.org.za)

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 <b>fourteen (14) days</b> of the closing date, kindly consider your application to be unsuccessful;
Applications from persons with disabilities are encouraged;