



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA  
EASTERN CAPE REGION**

**83 Second Avenue  
Eden Park  
NEWTON PARK  
PORT ELIZABETH  
6032**

**P O BOX 70455**

**THE BRIDGE  
6032**

**Tel: (041) 363 1010**

**Fax: (041) 363 1038**

**sandraa@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>East London Local office : EC Region</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 Eastern Cape Region:

**LOCAL ORGANISER – East London 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 demonstrated interest in Trade Union movement, Bargaining Councils and CCMA;
- Knowledge of collective agreements within NUMSA sectors;
- Valid Driver's license with ownership of a roadworthy vehicle;
- Extensive travel within the Region and work irregular hours;

**Competencies:**

- Excellent written and verbal communication skills;
- Even-tempered coupled with good interpersonal skills;
- Be a self-motivated team-player who is able to work with minimal supervision;
- Ability to multitask, organize and plan effectively;
- Ability to manage time and resources effectively;
- Ability to demonstrate initiative;
- Conflict resolution and negotiation skills;
- Ability to recruit and negotiate effectively;

**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 Shop Steward Council meetings



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- Attend and report on local campaigns
- Prepare reports on relevant meetings
- Advise shop stewards on and assist with labour matters
- Represent members at enquiries, Bargaining Councils and CCMA
- Assist with the running of education programs for shop stewards and members
- Execute instructions given by Regional Secretary.

**Closing date for applications: 22<sup>nd</sup> August 2018**

Applications may be submitted to the Regional Secretary at:

83 2<sup>nd</sup> Avenue, Eden Park, Newton Park, Port Elizabeth **OR** P O Box 70455, The Bridge, 6032

Fax: (041) 363 1038

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