



**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	New
Status of Vacancy	Permanent
Location of Vacancy	Welkom Local Office
Date of Advertisement	26 September 2018

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 demonstrated interest in Trade Union movement, Bargaining Councils and CCMA;
- Knowledge of collective agreements within NUMSA expanded sectors;
- Valid Driver's license with ownership of a roadworthy vehicle is a must;
- Extensive Travel within the Region
- Working 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;



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

**R.K SELEKISHO HOUSE
67 ALI WAL 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	New
Status of Vacancy	Permanent
Location of Vacancy	Welkom Local Office
Date of Advertisement	26 September 2018

Responsibilities:

- To recruit and organize members into NUMSA from the Aviation, Transnet and Bus sectors/companies
- Negotiate with employers on wages and working conditions of employment
- Prepare reports on relevant meetings
- Advise and assist shopstewards on labour matters
- Represent members at enquiries, Bargaining Councils and CCMA cases.
- 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: 05 October 2018

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;