



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

153 Lillian 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](mailto:niskalas@numsa.org.za)

**HEAD OFFICE CAREERS**

<b>Advertisement Category</b>	<b>Internal and External</b>
<b>Status of Advertisement</b>	<b>Re-advertisement Replacement</b>
<b>Status of Vacancy</b>	<b>Permanent</b>
<b>Location of Vacancy</b>	<b>OCCB Department</b>
<b>Date of Advertisement</b>	<b>16<sup>th</sup> November 2018</b>

NUMSA has the following vacancy at its Head Office in

**Newtown, Johannesburg**

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

**HOD: ORGANISING, CAMPAIGNS AND COLLECTIVE BARGAINING**

**Purpose of Position:**

To ensure the effective co-ordination and management of the organizing, campaigns & collective bargaining programs in order to build strong NUMSA workplace organization. Management of NUMSA OCCB staff and implementation of the departmental strategic plans which must assist with the core purpose of the position to build organizational capacity.

**Inherent Requirements:**

- Relevant Bachelor's qualification;
- 5-10 Years management experience;
- Extensive knowledge and understanding of Trade Unions, Bargaining Councils, CCMA and the general political and economic situation as it relates to Collective Bargaining within trade unions;
- Knowledge, understanding and interpretation of relevant Labour Legislation as applicable to bargaining forums and employer organisations;
- Proficiency in Policy Development and Procedural Compliance;
- A Valid Driver's Licence and ownership of a roadworthy vehicle with willingness to travel extensively;
- Flexible/unfixed working hours;

**Competencies:**

- Analytical skills coupled with the ability to adapt;
- Strategic management and planning;
- Bargaining and negotiating skills;
- Excellent communication & interpersonal Skills;
- Proven Computer Literacy with skills in writing, editing and summarizing;
- Proven financial acumen;



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- Ability to manage conflict and handle pressure;

**Responsibilities:**

- Strategic co-ordination which involves planning and monitoring of the National OCCB programme;
- Ensuring implementation of the National OCCB programme;
- Effectively managing the work of Sector Coordinators in the OCCB department, coordinating and monitoring all operations of the OCCB department;
- Monitoring all sector and industry activities within the scope of NUMSA;
- Developing policies, systems and procedures as may be applicable to OCCB;
- Actively assisting with negotiations at strategic level as and when required;
- From time to time convene Regional Organiser Forums so as to ensure compliance with local, regional and national organizing and campaign programs
- Coaching and mentoring Regional Organisers so as to strengthen planning capacity;
- Financial administration which includes developing departmental budgets, approving requisitions and budgets associated with OCCB activities at both Regional and National levels;
- Convene departmental meetings to ensure consistent improvement of staff performance within the unit;

**Closing date for applications: 30<sup>th</sup> November 2018**

Applications may be submitted to Human Resources at:

NUMSA Head Office, 153 Lillian Ngoyi Street, Newtown,  
Johannesburg

**OR** P O Box 260483,  
Excom, 2001

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

**Previous applicants need not reapply as shortlisting has already been completed.**

**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



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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;