



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA  
EKURHULENI REGION**

**287 Commissioner Street  
BOKSBURG  
1459**

**P O BOX 1523  
BOKSBURG  
1459**

**Tel: (011) 892 5073  
Fax: (011) 892 3044**

[Mthokozisim@numsa.org.za](mailto:Mthokozisim@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>Manyathi Local</b>
<b>Date of Advertisement</b>	<b>11<sup>th</sup> May 2026</b>

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

**1 X LOCAL ADMINISTRATOR – MANYATHI LOCAL - (WADEVILLE)**

**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 & excel knowledge
- 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;



**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA  
EKURHULENI REGION**

**287 Commissioner Street  
BOKSBURG  
1459**

**P O BOX 1523  
BOKSBURG  
1459**

**Tel: (011) 892 5073  
Fax: (011) 892 3044**

[Mthokozisim@numsa.org.za](mailto:Mthokozisim@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>Manyathi Local</b>
<b>Date of Advertisement</b>	<b>11<sup>th</sup> May 2026</b>

**Closing date for applications: 18<sup>TH</sup> MAY 2026:**

Applications may be submitted to the Regional Administrator at:

287 Commissioner Street, Boksburg                      **OR**                      P O Box 1523, Boksburg, 1459

Tel: (011) 892 5073

Fax: (011) 892 3044

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