



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

**2nd Floor McCarthy Centre
32 – 34 Eloff Street
JOHANNESBURG
2001**

**P O BOX 62437
MARSHALLTOWN
2107**

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

Amandap@numsa.org.za

REGIONAL OFFICE CAREERS

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|--------------------------------|---------------------------------|
| Advertisement Category | Internal and External |
| Status of Advertisement | Replacement |
| Status of Vacancy | Permanent |
| Local of Vacancy | JC Bez Region |
| Date of Advertisement | 11th May 2026 |

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

1 X LOCAL ADMINISTRATOR: JOHANNESBURG NORTH LOCAL

1 X LOCAL ADMINISTRATOR: WEST RAND 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;



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Closing date for applications: 18TH MAY 2026

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: amandap@numsa.org.za

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| 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 encouraged; |