



**129 Che Guevara Road
Berea
DURBAN
4000**

**P O Box 18778
DALBRIDGE
4014
Tel: (031) 301 0283/4
Fax: (031) 301 0296**

Merriams@numsa.org.za

OFFICE OF THE REGIONAL SECRETARY

REGIONAL CAREERS

Advertisement Category	Internal and External
Status of Advertisement	Permanent
Location of Vacancy	Kwa Zulu Natal Region
Date of Advertisement	17th August 2026

NUMSA has the following vacancy within its Kwa Zulu Natal Region.

Suitably qualified candidates are hereby invited

to apply for the following position:

LOCAL ADMINISTRATOR – ENOCK MABASO

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;

Closing date for applications: 25TH August 2026

Applications may be submitted to the Regional Administrator or Regional Secretary at:

129 Che Guevara Rd, Berea, Durban, 4001

OR

P O Box 18778, Dalbridge, 4014

Fax: (031) 301 0296

Email: Merriams@numsa.org.za

**NATIONAL UNION OF METALWORKERS OF SOUTH AFRICA
KWAZULU NATAL REGION**



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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;