



NEHAWU

National Education Health & Allied Workers Union

OFFICE OF THE SECRETARIAT

E-Mail: SecretariatPA@nehawu.org.za

Head Office
33 Hoofd Street | Braampark
Braamfontein
P.O. Box 10812
Johannesburg, 2000

Tel: (011) 833-2902
Fax: (011) 833-0757

Website: www.nehawu.org.za

Location:	Eastern Cape Province	Date:	12 November 2019
Job Title:	Regional Organisers - Readvertisement		
Regions:	King Sabata Dalindyebo		
Reporting to:	Regional Secretary		
Main Purpose	To Effectively organize and represent workers		

Key Performance Areas:

- To organize and recruit workers within the scope of the union;
- To co-ordinate collective bargaining work of the union and lead negotiations in all companies and institutions where we bargain locally;
- To build strong and vibrant branches, shop stewards committees and substructures capable of providing high quality service and representation to members, and attend meetings as necessary;
- To assist in training and supporting shop stewards and office bearers;
- To work with Paralegal Officer in building strong paralegal team within the region capable of representing members in disciplinary cases, conciliation and arbitration;
- To represent members in grievance and disciplinary hearings where and when shop stewards and branch office bearers are unable to do so, and to refer cases to conciliation and arbitration;
- To submit monthly reports and programs to the Regional Secretary and PHOSEC



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Competencies and Skills required:

Individuals meeting the following criteria are to apply:

- Grade 12 or equivalent thereof
- Qualification in labour law or labour relations
- Experience working in a trade union movement
- Prepared to work flexible hours
- Computer Literacy on MS packages
- Drafting of Agreements
- Organizing and Recruitment skills
- Communication and application
- Valid Driver's License

Remuneration:

- Salary is based on Nehawu Salary Grading System
- Provident Fund; Medical Aid
- Housing Subsidy (subject to union criteria)
- Membership of the NEHAWU Group Schemes
- 13th Cheque

Applications:

Applications, especially female are now invited from suitably qualified individuals to send their C.Vs with at least two references, Identity document and copies of qualifications to the following address:

10st James, Southern hood,
East London,
5200

Or

Fax : **043 743 8623**

Email to: wendy@nehawu.org.za

CLOSING DATE:

Closing date for applications is on the 26 November 2019

Applicants who formerly applied formerly will also be considered. Applicants are also to consider their applications to be unsuccessful where they do not hear from us within a period of 10 weeks from the date of circulating this advert