



**The National Union of Mineworkers with its Head Office in Johannesburg is looking to appoint suitably qualified candidates for the following positions:**

### **INTERNAL/EXTERNAL CANDIDATES**

**29 JANUARY 2021**

**REGIONAL ORGANISER: CARLETONVILLE X1  
RUSTENBURG X1**

#### **REQUIREMENTS**

- Matric plus Labour Relations qualification coupled with 2-4yrs equivalent experience
- Good understanding of trade union environment
- Extensive knowledge and interpretation of Labour legislations
- Good negotiations and problem solving skills
- Knowledge of Collective Bargaining
- Ability to work in a team and as an individual
- Good communication and report writing skills
- Ability and willingness to work under stressful conditions
- Valid driver's license.

#### **RESPONSIBILITIES**

- Recruiting and organizing of members
- Drive campaigns as directed by the organization
- Collective Bargaining
- Case handling and case management
- Handle Health and Safety matters
- Submitting Reports to Regional Coordinators
- Capacity building of shop stewards
- Effective liaison with all stakeholders
- Organizational Building.

**Basic Salary (R249 633- R450 635 per annum) plus benefits. Female applicants are encouraged to apply**

## **REGIONAL EDUCATOR: KIMBERLEY X1**

### **REQUIREMENTS**

- Matric and NQF level 5 qualification in Education, Training and Development
- 2 -3 years' experience in Training and Development sector preferably in trade union environment
- Valid driver's license.
- 2 -3 years' experience in the Accredited ETD environment, i.e. Learnerships management, as an SDF, Assessor, Moderator, work related to the Seta's, etc.
- Preferably a Skills Development Facilitator, assessor and moderator (registered with the ETDP Seta). If studying towards OD ETDP qualification then must have the relevant training experience
- Experience in organizing and managing a training team and/or projects.
- Good communication skills and writing skills
- Good Presentation skills
- Demonstrates a high degree of confidentiality
- Project Management skills
- Accuracy in data analysis / processing (i.e. must be proficient in MS Office)
- Knowledge of NQF, SAQA, Skills Development Act, Labour Relations Act, and other legislation related to ETD Practices.
- Computer literacy and techniques congruent to modern technology

### **RESPONSIBILITIES**

- Capacity building of shopstewards
- Guide and Manage the overall provision of ETD services, policies, and programs
- Development of policies
- Development of the learning material and facilitation of Political Education
- Overall development of training programs, design & develop assessments as well as ensure compliance with standards.

**Basic Salary (R249 633- R450 635 per annum) plus benefits. Female applicants are encouraged to apply. Female applicants are encouraged to apply**

**REGIONAL ADMINISTRATOR: RUSTERNBURG X1  
LEPHALALE X1**

**REQUIREMENTS**

- Matric plus diploma in office administration
- Sound understanding of trade union movement
- Good communication and writing skills
- Advanced computer literacy
- Good customer relations and impressive telephone etiquette
- Ability to work under stressful conditions
- Good time management skills
- Assertiveness and good interpersonal skills.

**RESPONSIBILITIES**

- Managing administration of the regional office
- Coordination of document processing e.g. typing, faxing, photocopying, e-mailing and preparation of reports binding and distribution of documentation.
- Coordination of meetings and diary management
- Ordering stationery for cost Centre
- Administrative management of organizational activities in the region
- Financial management.

**Basic Salary (R162 831.00- 291 979 per annum) plus benefits. Female applicants are encouraged to apply**

**CLOSING DATE: 15 FEBRUARY 2021**

**All appointments will be subject to a process of security clearance and qualification verification.**

The National Union of Mineworkers is an equal opportunity employer and reserves the right not to make an appointment. In the filling of these posts, the Employment Equity Act, 1998 (Act No.55 of 1998) and the HR policies of the National Union of Mineworkers will be taken into consideration.

Applications must be accompanied by a detailed CV, a motivational letter and certified copies of qualifications and identity document. Driver's licence is required for the Regional Organiser and Regional Educator. Should you not comply with this; your application will not be considered.

Please forward your applications for the attention by e-mail to:

Ms .N Ntlakana

Tel: (011) 377-2125

Recruitment01@num.org.za

**Correspondence will be limited to shortlisted candidates only. Should you not receive a response within 30 days after the closing date, please consider your application unsuccessful.**