



HEALTH AND OTHER SERVICE PERSONNEL  
TRADE UNION OF SOUTH AFRICA

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**HOSPERSA REQUIRES THE SERVICES OF A HIGHLY MOTIVATED INDIVIDUAL AS A  
PROVINCIAL SECRETARY (MANAGER) IN THE NORTHERN CAPE PROVINCE  
REF.NO. – PSNCP07/0/21SR8**

HOSPERSA is a non-politically aligned democratic Trade Union, striving for human dignity, effective service delivery, protection of worker's rights in the workplace, as well as civil society;

HOSPERSA requires an ethical, highly competent professional individual for the position of Provincial Secretary (Manager);

Applications are invited for the position of Provincial Secretary (Manager). The Provincial Secretary (Manager) will be situated in Kimberley, Northern Cape Province;

**QUALIFICATIONS**

Candidates applying should hold at least a University Degree / Diploma in a Labour Relations, **or** a Grade 12 certificate; plus

A minimum of 5 – 10 years' experience in a labour related environment;

Supervisory/Junior Management experience will be a strong recommendation;

**KEY RESPONSIBILITIES/COMPETENCIES**

The incumbent will be required to fulfil on a day to day administrative responsibilities in the following areas:

- Marketing of the organisation and recruitment of new members;
- Managing the servicing of existing members and advising them of their rights in terms of the relevant labour prescripts;
- Representing and assisting members in terms of grievances, unfair labour practices and unfair dismissals disputes;
- Addressing individual and collective rights and interest issues for members through relevant Collective Bargaining structures;
- Compiling accurate records and reports of cases and meetings of the union;
- Managing the organising and facilitating of various unions meetings;
- Ability to work independently and with minimum supervision;
- Ability to cope with a demanding workload and considerable travel, which include at night and over weekends;
- Experience and knowledge in negotiating skills;
- Basic financial knowledge in dealing with budgets and analysing of financial reports will be an advantage;
- Strong supervision and administrative skills and ability to manage Employees and a diverse grouping of members;
- Ensuring Constitutional compliance of all structures of the union in terms of the Hospersa Constitution;
- Ensuring the development of Employees and Shop Stewards through education and training initiatives;

**Requirements of the successful candidate:**

- Valid Code 08 (E or EB) driver's licence;
- Own car and insurance essential;
- Computer literate;

- Sound knowledge of the Labour Relations Act;
- Knowledge of other labour related legislation would be an advantage;
- Public sector knowledge and proven management skills will be a strong recommendation;
- Public and Private sector knowledge will be a strong recommendation;
- Excellent people skills;
- Excellent verbal and written communication skills;

This is an itinerant post and the successful applicant will be expected to sleep out from time to time.

The selection process shall include practical competency assessments.

A twelve (12) month probationary period will apply.

Interested persons should forward their applications to the Human Resource Manager – National Office Hillcrest **no later than 23<sup>rd</sup> September 2021.**

**Email** : [waheed@hospersa.co.za](mailto:waheed@hospersa.co.za)  
**Fax** : **Fax: (031) 765-4629**  
**Post** : **Registered/Priority Mail to: PO Box 231, Kloof, 3640**

(Original documents have to be submitted on the day of the interview.)

The following documents must accompany the application:

1. Application form as per the prescribed requirement (Policy 5.7 - Form 5.7 - Application for Employment).  
This form can be obtained from either our Pretoria/Hillcrest National Offices.
2. A detailed CV.
3. Certified copies of highest educational qualifications.
4. Certified copies of identity document and driver's license.
5. Letter of reference or service record.

Please note that if you have not heard from us within 3 months of applying for the position, your application has been unsuccessful.

For enquiries: Human Resource Manager - (031) 765 4625

**HOSPERSA IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.**

*(Date posted: 07/09/2021)*