



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 ADMINISTRATOR IN THE MPUMALANGA PROVINCE  
REF. NO. – PALP07/09/21SR4**

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;

Applications are invited for the position of Provincial Administrator. The Provincial Administrator will be situated in the Mpumalanga Province Provincial Office, Nelspruit.

**QUALIFICATIONS**

A Grade 12 certificate; plus

A Minimum of 3 years' experience in general office administration.

**KEY RESPONSIBILITIES/COMPETENCIES**

- Manage the diary of the Provincial Secretary;
- Answering the telephone and taking of messages;
- Coordinating all arrangements for meetings, compiling agenda packs and taking of minutes and distribution thereof;
- Maintaining a filing system and filing of all correspondences;
- Compiling accurate records and reports;
- Coordinating logistics, accommodation, flights, venues, refreshments and activities for the Province;
- Ability to work independently and with minimum supervision;
- Ability to cope with a demanding workload;
- Maintaining a database on excel and other software programmes on the activities of the Province;
- Regular communication to National Offices and structures in the union;
- Computer literacy and ability to use Microsoft Word, Excel, Outlook and PowerPoint;
- Strong organisational and writing skills;
- General office administration;

**Requirements of the successful candidate:**

- Computer literacy.
- Excellent people skills.
- Good verbal, written and communication skills.

The selection process may include practical competency assessments.

A twelve (12) month probationary period will apply.

**NATIONAL OFFICE BEARERS**

G G Rafferty (Acting President); T A Mbotshane (National Treasurer); M C Pillay, T S Raphadu (Vice Presidents);  
N Desfontaines (General Secretary)

**AFFILIATION**

Federation of Unions of South Africa  
Registration No.: LR 2/6/2/320

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** : (031) 765 - 4629  
**Post** : PO Box 231, Kloof, 3640 (Registered or Priority Mail)

(Original documents have to be produced 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.
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)*

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