



HEALTH AND OTHER SERVICE PERSONNEL
TRADE UNION OF SOUTH AFRICA

**HOSPERSA REQUIRES THE SERVICES OF A HIGHLY MOTIVATED INDIVIDUAL AS A
LABOUR RELATIONS ORGANISER IN THE GAUTENG PROVINCE
REF. NO. – LROGP13/10/21SR6**

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 Labour Relations Organiser;

Applications are invited for the position of Labour Relations Organiser. The Labour Relations Organiser will be situated in the Provincial Office, Randburg;

QUALIFICATIONS

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

A minimum of 3 - 5 years' experience in a labour related environment;

KEY RESPONSIBILITIES/COMPETENCIES

- Marketing of the union and recruitment of new members;
- Servicing of existing members and advising them of their rights in terms of the relevant pieces of labour legislations;
- Representing and assisting members in terms of grievances, unfair labour practices and unfair dismissal disputes;
- Addressing individual and collective rights and interest issues for members;
- Compiling accurate records and reports of cases and meetings of the union;
- Organising and facilitating various meetings of the union;
- Basic financial knowledge in dealing with budgets and analysing of financial reports will be an advantage;
- Administrative and professional support to the electorate structures of the union;
- Ability to design and implement projects/programmes in relation to the union;
- Strong organising skills;
- Knowledge and experience in Trade Unions;
- Sound knowledge of applicable labour legislation;
- Experience and knowledge in negotiation skills;
- Collective bargaining, education and training at all levels of the union;
- Ability to work independently with minimum supervision;
- Ability to cope with a demanding workload, and considerable travel, which include at night and over weekends;

Requirements of the successful candidate:

- Valid Code 08 (E or EB) driver's licence;

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)

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Registration No.: LR 2/6/2/320

- Own car and insurance essential;
- Computer literate and ability to use Microsoft Word, Excel and Outlook essential;
- Sound knowledge of the Labour Relations Act;
- Knowledge of other labour related legislation would be an advantage;
- Public sector knowledge is 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 travel and sleep out from time to time.

The selection process may 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 31st October 2021.**

Email : adminhr1@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 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.

By submitting an application for employment, the Job Applicant irrevocably, unconditionally and voluntarily consents, but not limited to the employment processes, to the collection and processing of personal information in relation to discharging the obligations and functions in the filling of the vacancy.

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

HOSPERSA IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

(Date posted: 13/10/2021)

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