



HEALTH AND OTHER SERVICE PERSONNEL
TRADE UNION OF SOUTH AFRICA

**HOSPERSA REQUIRES THE SERVICES OF A HIGHLY MOTIVATED INDIVIDUAL AS A
PROVINCIAL ADMINISTRATOR IN THE EASTERN CAPE PROVINCIAL OFFICE
REF. NO. – PAEC12/08/24SR5**

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 Administrator. Applications are invited for the position of Provincial Administrator. The Provincial Administrator will be situated in the Provincial Office, East London.

QUALIFICATIONS

Candidates applying should hold at least a Grade 12 certificate; plus
A minimum of 3 - 5 years' experience in general office administration.
Possession of a University Degree / Diploma will be an added advantage.

KEY RESPONSIBILITIES/COMPETENCIES

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

- Manage the diary and year planner of the Provincial Secretary and the Office;
- 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 Provinces;
- Regular communication to branches 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, typing and recording of minutes.

Requirements of the successful candidate:

- Computer Software Packages;
- Excellent people skills; and
- Excellent verbal and written communication skills;

The selection process may include practical competency assessments.

NATIONAL OFFICE BEARERS
G G Rafferty (President); S J May (National Treasurer); M C Pillay, T S Raphadu, M K Shoji (Vice Presidents);
W Hoosen (General Secretary)

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

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 Tuesday, 27th August 2024.**

Email : zakithi@hospersa.co.za

(Original documents must 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 our Pretoria/Hillcrest National Offices.
2. A detailed CV.
3. Certified copies of Grade 12 and 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.

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: 12/08/2024)