



**Blitz 46/2017 – 13/10/2017**



DIENSAANVAARDING / ASSUMPTION OF DUTIES : 1 JANUARIE/JANUARY 2018

**VACANT POST**

**PROFESSIONAL OFFICIAL: GAUTENG**

PERSON SPECIFICATIONS	
<b>TITLE</b>	Professional Official: Gauteng
<b>ENTITY</b>	SAOU
<b>POSITION FILLED</b>	Vacancy
<b>LINE FUNCTION - REPORTING</b>	<b>Report to:</b> Provincial Secretary: Gauteng
<b>MINIMUM EDUCATION QUALIFICATIONS</b>	Appropriate academic and/or professional qualifications
<b>MIN. APPROPRIATE EXPERIENCE</b>	Minimum 3 years appropriate experience
<b>FURTHER QUALIFICATION AND EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Good people skills</li> <li>• Ability to communicate in English on high verbal and writing levels</li> <li>• Above average knowledge of education law and labour matters</li> <li>• Ability to handle collective bargaining on behalf of SAOU Gauteng</li> </ul>
<b>COMPUTER SKILLS</b>	<b>Essensial:</b> Above average ability in MS Office
<b>LANGUAGE PROFICIENCY</b>	Above average speaking, reading and writing in Afrikaans and English a necessity
<b>PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Good communication skills in Afrikaans but especially English</li> <li>• Good negotiation skills</li> <li>• Good interpersonal skills</li> <li>• Must be a able to work in a team</li> <li>• Must be able to persevere and handle pressure</li> </ul>
<b>OTHER SPECIFICATIONS</b>	<ul style="list-style-type: none"> <li>• Willing to travel and be out-of-town from time to time and not always bound to office hours</li> <li>• Must own a valid drivers licence, at least Code 8</li> </ul>

**JOB DESCRIPTION**

**GOAL OF THE POST:** To work with the Provincial Secretary of Gauteng, and deliver an extensive support and union service concerning all the key performance areas of the SAOU from the Pretoria offices in Garsfontein.

KEY PERFORMANCE AREAS	TASKS PER KPA (All tasks are critical for the succes of the effective execution of each of the KPAs)
UNION SERVICES	<ul style="list-style-type: none"> <li>• Deliver an effective union service to SAOU members in Gauteng</li> <li>• Take care of of mediations, arbitrations and disciplinary hearings</li> <li>• Directly involved in collective bargaining for the SAOU Gauteng</li> <li>• Other tasks involving union services</li> </ul>
CURRICULUM SERVICES	<ul style="list-style-type: none"> <li>• Involved in the founding of stakeholder groups and similar professional structures in Gauteng</li> <li>• Organisation of curriculum and professional training opportunities</li> </ul>
ADMINISTRATIVE SERVICES	<ul style="list-style-type: none"> <li>• Deliver an effective administrative and support system to the SAOU Gauteng office</li> <li>• Strategic co-ordination and leading of meetings where applicable on request of the Provincial Secretary of Gauteng</li> </ul>
LOGISTIC SUPPORT	<ul style="list-style-type: none"> <li>• Ensure on behalf of the Secretary that effective mutual liaison and co-ordination with SAOU members take place</li> </ul>
EXTERNAL LIAISON	<ul style="list-style-type: none"> <li>• Work closely with Secretary and Assistant Secretaries to launch effective marketing and recruiting actions among members and non-members in Gauteng</li> <li>• Promote liaison and colloboration with employers, other unions and the media</li> <li>• Work with departement and handle condition of service problems on behalf of members</li> </ul>
ADDITIONAL KNOWLEDGE/SKILLS	<ul style="list-style-type: none"> <li>• Knowledge of the following will be a strong recommendation:               <ul style="list-style-type: none"> <li>○ Conflict management and mediation skills</li> <li>○ Labour and education laws</li> </ul> </li> </ul>
WHAT THE UNION OFFERS	<ul style="list-style-type: none"> <li>• A competetive and negotiable compensation package</li> <li>• Ample annual and sick leave</li> <li>• Official transport for the attendance of official duties</li> </ul>
APPLICATIONS	<ul style="list-style-type: none"> <li>• Applications marked: "Professional Official: Gauteng" must reach mr E J Fourie, SAOU, P/O Box 90120, Garsfontein, 0042 or email: <a href="mailto:sherons@saou.co.za">sherons@saou.co.za</a> not later than <b>12:00 on Friday 27 October 2017</b>.</li> </ul>
ASSUMPTION OF DUTIES	<ul style="list-style-type: none"> <li>• The succesful applicant will be expexted to assume duties not later than 1 January 2018.</li> </ul>

**Our mailing address is:**

Tel: 086 072 6843 / 012 436-0900

E-pos / Email: [saougau@saou.co.za](mailto:saougau@saou.co.za)