



NIB 46/2017

17/10/2017

**REMINDER VACANCY**  
**Full-Time Shop Steward (FSS)**  
**SAOU (NW) Secondment**

**HERINNERING VAKATURE**  
**Voltydse Vakbondvertegenwoordiger (VVV)**  
**SAOU (NW) Sekondering**

The SAOU (NW) hereby invites all members who qualify and are interested to respond.

- The secondment will be for the period **1 January 2018 to 31 December 2018**. The appointment is renewable.
- The person seconded to the SAOU (NW) will still be regarded as an employee of the Department and will not have to resign.
- The successful candidate will be replaced by a substitute educator in a temporary capacity.
- The successful candidate will work directly under the jurisdiction of the Provincial Secretary of the SAOU (NW). The place of appointment is negotiable with the successful candidate.
- Work hours will be the same as those that currently pertain to the SAOU (NW) offices. These are: 07h45 – 16h15.

**REQUIREMENTS FOR THE POST:**

- A permanent, departmental Post level 1 educator;
- Strong leadership abilities and a proven record of initiative and achievement within the teaching profession;
- The successful candidate must be dynamic and comfortable with presentations and training of groups, and must perform well under pressure;
- Above average ability in MS Office, effective administrative skills, as well as the ability to use technology and social media platforms effectively, is essential;
- The successful candidate will be required to help with the maintenance of sound labour relations, therefore good interpersonal relations, excellent

Die SAOU (NW) nooi hiermee alle lede wat kwalifiseer en belangstel om te reageer.

- Die sekondering strek vanaf **1 Januarie 2018 tot 31 Desember 2018**. Die aanstelling is hernieubaar.
- Die gesekondeerde opvoeder sal steeds as 'n werknemer van die Departement geag word en hoef derhalwe nie te bedank nie.
- 'n Plaasvervangende opvoeder sal op 'n tydelike basis aan die skool beskikbaar gestel word
- Die suksesvolle kandidaat sal direk onder die gesag van die Provinsiale Sekretaris van die SAOU (NW) funksioneer. Die plek van aanstelling is onderhandelbaar met die suksesvolle kandidaat.
- Werksure sal in ooreenstemming wees met dit wat tans by die SAOU (NW) kantoor geld. Dit is: 07h45 – 16h15.

**VEREISTES VIR DIE POS:**

- 'n Permanente, departementele Posvlak 1-opvoeder;
- Sterk leierskapvermoëns en 'n bewese rekord van inisiatief en prestasie binne die onderwysberoep;
- Die suksesvolle kandidaat moet dinamies en gemaklik wees met aanbiedings en opleiding aan groepe en moet goed onder druk presteer;
- Bogemiddelde vermoëns in MS Office, effektiewe administratiewe vaardighede, asook die vermoë om tegnologie- en sosiale media-platforms doeltreffend te gebruik, is 'n noodsaaklikheid;
- Aangesien daar van die suksesvolle kandidaat verwag sal word om gesonde arbeidsverhoudinge te verseker en te handhaaf, is goeie

communication skills and effective negotiation skills are essential for appointment to the post;

- The successful candidate will represent the union at meetings, task teams and other interest groups;
- Liaising with the Department of Education and other unions;
- Marketing the SAOU and recruiting members;
- Regular school- and district visits and dealing with members' enquiries;
- The successful candidate must be fully bilingual (Afrikaans and English). Competence in an African language will be a strong recommendation.
- On occasion, the successful candidate will be required to travel and stay over-night. (Expenses will be reimbursed in accordance to the SAOU travelling allowance scales).

#### APPLICATIONS

- SAOU members interested in the position are requested to submit a letter of application together with a comprehensive Curriculum Vitae to the Provincial Secretary, SAOU (NW)
  - Fax no: 086 681 9468, or
  - E-mail: carlal@saou.co.za
- For further information phone the Provincial Secretary, Ms Carla Lottering at 012 436 0900.
- Closing date: **Friday, 20 October 2017 at 16:00.**
- Only shortlisted candidates will be contacted.
- Venue and date of interviews will be communicated to shortlisted candidates.

interpersoonlike verhoudinge, uitstekende en effektiewe kommunikasie- en onderhandelingsvaardighede noodsaaklik;

- Die suksesvolle kandidaat sal die vakbond by vergaderings, taakspanne en ander belangegroepes verteenwoordig;
- Skakeling met die Departement van Onderwys en ander vakbonde;
- Bemaking van die SAOU en werwing van lede;
- Gereelde skool- en distriksbesoeke en hantering en navrae van lede;
- Die suksesvolle kandidaat moet ten volle tweetalig wees (Afrikaans en Engels). Die bemeestering van 'n Afrika-taal sal 'n sterk aanbeveling wees.
- Die suksesvolle kandidaat sal van tyd tot tyd reis en soms oorbly. (Kostes vergoed teen SAOU se reistoelaagskale).

#### AANSOEKE

- SAOU-lede wat belangstel in die posisie, word versoek om 'n aansoekbrief en 'n volledige Curriculum Vitae te rig aan die Provinsiale Sekretaris, SAOU (NW)
  - Faksnommer: 086 681 9468, of
  - E-pos: carlal@saou.co.za
- Vir verdere inligting skakel die Provinsiale Sekretaris, Me Carla Lottering by 012 436 0900.
- Sluitingsdatum: **Vrydag, 20 Oktober 2017 om 16:00.**
- Slegs gekortlyste kandidate sal gekontak word.
- Kandidate sal van plek en datum van onderhoud verwittig word.