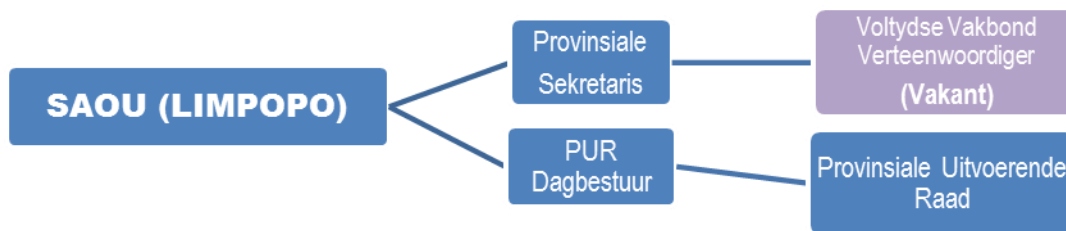




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VAKATURE VIR VOLTYDSE VAKBONDVERTEENWOORDIGER VACANCY FOR FULL-TIME SHOP STEWARD LIMPOPO



Die posisie van voltydse vakbondvertegenwoordiger (VVV) vir Limpopo is vakant.

Die SAOU (Limpopo) dus nooi lede wat sou belangstel en kwalifiseer om so spoedig moontlik oorweging hieraan te skenk.

The position of full-time shop steward for Limpopo is vacant.

The SAOU (Limpopo) hereby invite all members who both qualify and are interested to respond.

**Toepaslike kwalifikasies en
ervaring/ appropriate
qualifications and experience**

- Professionele onderwys kwalifikasie met minimum van 5 jaar toepaslike ervaring.
- Bewese rekord van dienslewering in vakbondwese.
- Grondige kennis van kurrikulumsake.
- Bo-gemiddelde ervaring en kennis van onderwysreg en arbeidsake.
- *Professional qualification with a minimum of 5 years' appropriate experience.*
- *Proven record of service delivery in union environment.*
- *Good knowledge of curriculum matters.*
- *Above average knowledge of education law and labour matters.*



Vaardighede / Skills

- Bogemiddeld vaardig met MS Office.
- Effektiewe administrasie vaardighede.
- Uitstekende Kommunikasie (Afrikaans en Engels).
- Vertroud met nuutste tegnologie/ rekenaars.
- Energieke aanbiedings/ opleiding.
- Onderhandelingsvaardighede.
- Goeie hantering van volgehoue druk.

- *Above average ability in MS Office.*
- *Effective administrative skills.*
- *Excellent communication (Afrikaans and English).*
- *Good knowledge of new technology / computers.*
- *Energetic presentations/ training.*
- *Negotiating skills.*
- *Performing well under pressure.*



Sleutel Prestasie Areas/ Key Performance Areas

- In oorleg met Provinsiale Sekretaris, lewer omvattende diens aan bestaande lede.
- Werwing van nuwe lede.
- Gereelde skool- en distriksbesoeke.
- Hantering van mediasies, arbitrasies en dissiplinêre verhore.
- Verteenwoordig vakbond by onderhoude, taakspanne en belangegroepes.
- Reël en aanbied van kurrikulêre- en professionele werkswinkels vir lede.
- Skakeling met strukture van Onderwys Departement en ander vakbonde.
- Bemaking van vakbond en werwing van lede.
- Uitgebreide administratiewe take.

- *Work with Provincial Secretary in delivering extensive service to existing members.*
- *Recruiting new members.*
- *Regular school- and district visits.*
- *Take care of mediations, arbitrations and disciplinary hearings.*
- *Represent union at interviews, task teams and interest groups.*
- *Organise and present curriculum and professional workshops for members.*
- *Liaising with structures at the Department of Education and other unions.*
- *Marketing the union and recruiting members.*
- *Extensive administration duties.*

**Vereistes vir die pos/
requirements for the post**

- **2 Opsies vir aansoeke:**
 - **OPSIE 1:** Permanente departementele posvlak 1 opvoeder;
 - **OPSIE 2:** Afgetrede opvoeder ongeag van posvlak.
- **2 Options for applications:**
 - **OPTION 1:** Permanent departmental post level 1 educator;
 - **OPTION 2:** Retired educator, regardless of the post level.

OPSIE 1 AANSOEKE: Permanente opvoeder
OPTION 1 AAPPLICATIONS: Permanent educator

OPTION 2 APPLICATIONS: Afgetrede opvoeder
OPTION 2 APPLICATIONS: Retired educator

- Aansoeker moet tans in permanente, departementele, posvlak 1 pos aangestel wees deur LDvO.
- Suksesvolle kandidaat se sekondering is onderhewig aan toestemming van huidige Hoof en Beheerliggaam.
- Suksesvolle kandidaat hoef nie te bedank uit huidige pos nie, hy/sy word gesekondeer na SAOU (Limpopo). LDvO sal vir skool plaasvervanger aanstel en betaal (goedgekeur in RAVO).
- Bereid wees om te reis en van tyd tot tyd uitstедig te wees en sekere Saterdag te werk.
- Pos is slegs op jaar tot jaar kontrakbasis beskikbaar, vanaf 1 Januarie tot 31 Desember.
- Aansoeker moet in besit wees van geldige rybewys en betroubare motor.
- Normale werksure is vanaf 7:45 tot 16:15, maar mag van tyd tot tyd oorskry word.
- *Applicant must currently be employed by the LDoE in a permanent, departmental, post level 1 post.*
- *Successful candidate will only assume duty when the principal and school governing body has given permission for the secondment.*
- *Successful candidate doesn't have to resign from current post; he/ she will be seconded to SAOU (Limpopo). LDoE will provide school with substitute and pay the salary thereof (Agreed in ELRC).*
- *Willing to travel and be out-of-town from time to time and work the occasional Saturday.*
- *Post is only available year on year on contract basis from 1 January to 31 December.*
- *Applicant must have a valid driver's licence and a trustworthy vehicle.*
- *Normal working hours is from 7:45 – 16:15 but may exceed from time to time.*

- Aansoeker is 'n afgetrede opvoeder, ongeag van die posvlak wat beklee was tydens in diens van LDvO.
- Bereid wees om te reis en van tyd tot tyd uitstедig te wees en sekere Saterdag te werk.
- Pos is slegs op jaar tot jaar kontrakbasis beskikbaar, vanaf 1 Januarie tot 31 Desember.
- Aansoeker moet in besit wees van geldige rybewys en betroubare motor.
- Normale werksure is vanaf 7:45 tot 16:15, maar mag van tyd tot tyd oorskry word.
- *Applicant is a retired educator, regardless of the post level he/she held while in service of the LDoE.*
- *Willing to travel and be out-of-town from time to time and work the occasional Saturday.*
- *Post is only available year on year on contract basis from 1 January to 31 December.*
- *Applicant must have a valid driver's licence and a trustworthy vehicle.*
- *Normal working hours is from 7:45 – 16:15 but may exceed from time to time.*



Die Unie bied / The Union offer

- Die suksesvolle kandidaat wat deur middel van Opsie 2 (Afgetrede opvoeder) aangestel word, sal 'n maandelikse toelaag ontvang.
- Sal voorsien word van 'n selfoon met lugtyd en data asook 'n skootrekenaar vir die uitvoer van amptelike pligte.
- Alle reis en verblyf onkostes sal deur die SAOU gedra word.
- The successful candidate appointed on Option 2 (Retired educator), will receive a monthly allowance.
- Will be provided with a cellular phone with airtime and data, as well as a laptop for performing official duties.
- All travel and accommodation expenses will be paid by the SAOU.



Aansoeke/ Applications

- SAOU- lede wat belangstel, word versoek om so spoedig as moontlik 'n **volledige Curriculum Vitae en aansoekbrief** te rig aan: Die Provinsiale Sekretaris, SAOU (Limpopo) by:
 - wilmah@saou.co.za of
 - Faks aan 0866703795.
- Sluitingsdatum: **Vrydag, 3 Februarie 2017 om 16:00.**
- Slegs kandidate wat gekortlys is sal gekontak word.
- Plek en datum van onderhoude sal aan kandidate op die kortlys deurgegee word.
- *Interested SAOU-members are requested to forward a complete **Curriculum Vitae and an application letter** to: The Provincial Secretary, SAOU (Limpopo) at*
 - wilmah@saou.co.za or
 - Fax to 0866703795.
- *Closing date: **Friday, 3 February 2017 at 16:00.***
- *Only shortlisted candidates will be contacted.*
- *Venue and date of interviews will be communicated to shortlisted candidates.*