



15/08/2018

42/2018

**HERINNERING
REMINDER**

<p>VAKATURE VOLTYDSE VAKBONDVERTEENWOORDIGER (VVV) SAOU (WES-KAAP)</p>	<p>VACANCY FULL-TIME SHOP STEWARD (FSS) SAOU (WESTERN CAPE)</p>
<p>Geagte SAOU lid</p> <p>Die SAOU (Wes-Kaap) benodig die dienste van 'n gesecondeerde opvoeder om die SAOU (Wes-Kaap) by te staan met lededienste en werwing van lede.</p> <ul style="list-style-type: none"> Die SAOU (Wes-Kaap) kwalifiseer vir 'n verteenwoordiger wat vanuit 'n skool na die SAOU (Wes-Kaap) gesecondeer kan word. 'n Plaasvervangende opvoeder sal op tydelike basis beskikbaar gestel word aan die skool vanwaar die suksesvolle kandidaat na die SAOU (Wes-Kaap) gesecondeer word. Die aanstelling strek vanaf <u>1 Januarie 2019 tot 31 Desember 2019</u>. (Die aanstelling is hernieubaar.) 	<p>Dear SAOU-member</p> <p>The SAOU (Western Cape) office requires the services of a seconded educator to assist with membership services and recruitment.</p> <ul style="list-style-type: none"> The SAOU (Western Cape) qualifies for a representative to be seconded from a school to the services of the SAOU (Western Cape). The person seconded to the SAOU (Western Cape) will be replaced at the school from which the secondment takes place by an educator in a temporary capacity. The secondment will be for the period <u>1 January 2019 to 31 December 2019</u>. (The secondment is renewable/ can be extended.)

- Die suksesvolle kandidaat sal direk onder die gesag van die Provinsiale Sekretaris van die SAOU (Wes-Kaap) funksioneer. Die standplaas is Bellville.
- 'n Kontrak sal met die suksesvolle kandidaat gesluit word.
- Werksure sal in ooreenstemming wees met dit wat tans by die SAOU (Wes-Kaap) kantoor geld.
- Die Wes-Kaap Onderwysdepartement bly steeds verantwoordelik vir die suksesvolle kandidaat se salaris en ander diensvoordele, d.w.s. die persoon sal steeds as werknemer van die Departement geag word en hoef dus nie te bedank nie.
- Basiese opleiding sal deur die SAOU voorsien word.
- Datum van diensaanvaarding: 1 Januarie 2019.

VEREISTES VIR DIE POS

- Enige **Posvlak 1** opvoeder mag ingevolge die kollektiewe ooreenkoms gesekondeer word.
- Aangesien die suksesvolle kandidaat goeie en gesonde arbeidsverhoudinge moet help verseker, is goeie interpersoonlike verhoudinge, kommunikasie- en onderhandelingsvaardighede noodsaaklik.
- Die suksesvolle kandidaat sal ten volle tweetalig moet wees (Afrikaans en Engels).
- Die ideale kandidaat moet oor goeie leierseienskappe beskik, asook 'n bewese rekord van inisiatief en prestasie in sy/haar beroep.

- The successful candidate will work directly under the jurisdiction of the Provincial Secretary. The place of appointment is Bellville.
- The contract will be finalised in consultation with the successful candidate.
- Work hours will be the same as those that currently pertain to the SAOU (Western Cape) offices.
- The Western Cape Education Department remains responsible for the salary and service conditions of the successful candidate, i.e. the seconded person will still be regarded as an employee of the Department and will not have to resign.
- Basic training for the position will be provided by the SAOU.
- Commencement date of the appointment: 1 January 2019.

REQUIREMENTS FOR THE POST

- In terms of the applicable Collective Agreement, any **Post level 1** educator may be seconded.
- The successful candidate will be required to help with the maintenance of good, sound labour relations, therefore good interpersonal relations, excellent communication skills and effective negotiation skills are essential for appointment to the post.
- The successful candidate must be fully bilingual (Afrikaans and English).
- The ideal candidate must have strong leadership abilities and a proven record of initiative and achievement within the teaching profession.

- Die suksesvolle kandidaat moet gemaklik voor 'n groep mense kan optree.
- Rekenaarvaardigheid is absoluut noodsaaklik.
- Daar sal van die suksesvolle kandidaat vereis word om van tyd tot tyd te reis en te oornag.
- Die SAOU motor sal vir amptelike reise beskikbaar wees vir gebruik, maar van tyd tot tyd sal die VVV sy/haar eie betroubare motor vir reis moet kan gebruik. (Brandstofkoste sal terugbetaal word volgens die SAOU se brandstofskaal.)

AANSOEKE

- SAOU-lede wat belangstel, word versoek om 'n aansoekbrief en volledige Curriculum Vitae te rig aan: Die Provinsiale Sekretaris, SAOU (Wes-Kaap)
 - Faks: 021 9142183, of
 - E-pos: saouwk@saou.co.za
- Skakel die SAOU kantoor vir verdere inligting by 021 9142441.
- Sluitingsdatum vir aansoeke: Voor of op **Vrydag, 24 Augustus 2018 om 16:00.**

Onderhoude sal na die sluitingsdatum gevoer word.

- The successful candidate must be comfortable with presentations to groups of people.
- Computer skills are absolutely essential.
- On occasion, the successful candidate will be required to travel and over-night.
- An SAOU fleet car will be provided for official travelling, although it might from time-to-time be expected of the FSS to travel with his/her own vehicle. (Travel expenses will be reimbursed in accordance to the SAOU traveling 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 (Western Cape)
 - Fax no: 021 9142183, or
 - E-mail: saouwk@saou.co.za
- For further information phone the SAOU office at 021 9142441.
- Closing date for applications: Before or on **Friday, 24 August 2018 at 16:00.**

Interviews will be held after the closing date.

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