



Opportunity: NAPTOSA Gauteng wishes to appoint an Officer (General Conditions of Service and Labour) (G/P/O/308)

NAPTOSA Gauteng invites applications from suitably qualified and motivated candidates for this post. The post is classified as the equivalent of a post level 2 appointment in education.

Location: The NAPTOSA Gauteng Office in Johannesburg, 46 Restanwold drive, Saxonwold.

- Provide advice and service to members on matters concerning their labour rights and conditions of service, as well as assisting them with grievances and disputes.
- Represent members in disciplinary hearings and grievances. The person will also be required to attend district grievance committees, SACE and all DHET structure grievance meetings.
- Recruit new members.
- Service union branches and schools.
- Provide training for members, both face-to-face and on digital platforms.
- Attend meetings at schools, with GAUTENG Department of Education and LIMPOPO Department of Education, etc, as required by the Chief Executive Officer.
- Attend NAPTOSA Gauteng meetings, including relevant meetings at the office, as required.
- Report directly to the Chief Executive Officer of NAPTOSA Gauteng.
- Prepare reports.
- Any other duties assigned by the Chief Executive Officer.

Qualifications and Requirements

- A suitable teaching or equivalent qualification(s) of at least REQV 13 (3-year diploma).
- Good writing and communication skills.
- Basic knowledge of labour law and related policies and conditions of service of educators and public servants.
- Experience in dealing with labour matters and conditions of service queries recommended.
- An understanding of NAPTOSA structures and how they function.
- Good human relations.
- A good working knowledge of the Microsoft Office suite of programmes (including Word, Excel and PowerPoint) is required.
- The person must be prepared to travel extensively and must be able to work without regular supervision.

Remuneration Package: A basic starting salary of R366 597.00 per annum. In addition, the Union provides benefits such as a housing allowance, compulsory pension fund, an optional medical aid subsidy and a generous leave allocation. While the Union operates a 40-hour working week, staff are expected to make themselves available over weekends and after hours.

Applications: An application should include a covering letter, a certified copy of your qualifications and the completed *Employee Profile Form* (replaces CV). The application should be **emailed** to the PCEO at pceogauteng@naptosa.org.za

Applications must be received on or before 9 November 2021.

Date of appointment: 1 January 2022.

The union reserves the right not to fill the post.

Let us serve education and each other with dignity

Office bearers

Chairperson: Mr Thabo Manne
Deputy Chairperson: Mr Aubrey Makhubedu
Vice-Chairperson: Mrs Victoria Kekana

Contact details: NAPTOSA Gauteng

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