



NAPTOSA GAUTENG

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NAPTOSA GAUTENG ADVERTISEMENT: EXECUTIVE OFFICER POST AND THREE SHOP STEWARD POSITIONS AVAILABLE

EMPLOYMENT OPPORTUNITY: NAPTOSA GAUTENG WISHES TO APPOINT AN EXECUTIVE OFFICER (GENERAL CONDITIONS OF SERVICE AND LABOUR) (G/P/EO/310)

NAPTOSA Gauteng invites applications from suitably qualified and motivated educators for this post. The post is classified as the equivalent of a post level 3 appointment in education.

Location: The NAPTOSA Gauteng Office in Pretoria (NAPTOSA House, 270 Princes Park Avenue, Pretoria)

Description of the Post: The core description of this post includes:

- 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, grievances, and disputes at schools and the GDE. The person will also be required to attend district grievance committees.
- Recruit new members.
- Service all branches in the Tshwane area, including Gauteng North.
- Attend meetings at schools, with GDE, 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

Requirements: A qualified educator with good writing and communication skills. 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 R391,677.00 per annum. In addition the Union provides benefits such as a housing allowance of R1,336.22 per month, compulsory pension fund, an optional medical aid subsidy, 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 letter of no more than 1 page together with a CV of approximately 2 pages with **relevant** information only. The application should be e-mailed to the PCEO at louises@naptosa.org.za. **Applications must be received on or before Friday, 14 September 2018. Date of appointment: 1 January 2019.** 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 Tinus du Preez
Vice Chairperson: Mrs Victoria Kekana

Contact details: NAPTOSA Gauteng

NAPTOSA Gauteng House, 46 Restanwold Drive, Saxonwold, Johannesburg
PO Box 1309, Houghton, 2041
Tel: 011 486-1256 Fax: 011 486-2899 e-mail: infogauteng@naptosa.org.za

WOULD YOU LIKE TO BE SECONDED TO NAPTOSA GAUTENG AS SHOP STEWARD?

NAPTOSA Gauteng has three positions for a full-time shop steward for 2018 and invites applications from **post level 1 NAPTOSA members who are employed by GDE in a permanent capacity**, for secondment to the Union from 1 January 2019 to 31 December 2019.

The successful member must be a teacher at **Post Level 1**, be passionate about NAPTOSA, been involved in various union activities, have an interest in, and knowledge of, labour matters, conditions of service, handling of grievances, good people skills, be prepared to recruit for the Union and have a good understanding of NAPTOSA structures. Shop stewards represent members in grievances and disciplinary meetings, visit members and schools/ campuses/ offices, assist with queries about conditions of service, but above all: recruit new members to the Union. It will also be expected of the seconded shop steward to attend all meetings/functions/events taking place on Saturdays.

Training will be provided by the Union as part of ongoing professional development. This is an excellent opportunity for motivated members to gain experience that will be very useful in their careers. All shop stewards are stationed at NAPTOSA Gauteng House in Johannesburg (Saxonwold). Seconded shop stewards retain their holidays, GDE salary and other conditions of service.

Are you interested? You are invited to submit a letter of application, marked Confidential Application – Shop Steward 2019, to NAPTOSA Gauteng louises@naptosa.org.za and include a brief CV (no longer than 2 pages). If you require any further details, please contact Louise Smit or Cecil Scorgie on 011-486 1256. **The closing date for applications is Friday, 13 September 2018.**

The school where the successful applicant currently teaches would be entitled to a temporary appointment as a replacement for the person seconded to the Union. The seconded member retains his/her post at the school and the post will be available to him or her at the end of the period of secondment.

**LOUISE SMIT
CHIEF EXECUTIVE OFFICER**

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