

| SAOU VACANCY                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
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| ASSISTANT PROVINCIAL SECRETARY: SAOU GAUTENG |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| JOB TITLE                                    | Assistant Provincial Secretary: Gauteng                                                                                                                                                                                                                                                                                                                                                                                                                         |
| ENTITY                                       | SAOU                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| REPORTING LINE                               | Provincial Secretary in the Gauteng office<br>Workstation: 278 Serene Street, Garsfontein, Pretoria                                                                                                                                                                                                                                                                                                                                                             |
| MINIMUM EDUCATIONAL QUALIFICATIONS           | Appropriate academic and/or professional qualifications                                                                                                                                                                                                                                                                                                                                                                                                         |
| MINIMUM RELEVANT WORK EXPERIENCE             | Minimum of 5 years appropriate work experience                                                                                                                                                                                                                                                                                                                                                                                                                  |
| FURTHER QUALIFICATIONS AND EXPERIENCE        | <ul style="list-style-type: none"> <li>• Proven record of a successful teaching career and/or service in a trade union</li> <li>• Good interpersonal relations</li> <li>• Ability to communicate fluently in both written and spoken English</li> <li>• Ability to handle collective bargaining/negotiations on behalf of the SAOU Gauteng</li> <li>• Thorough knowledge of curriculum matters</li> <li>• Management experience will be advantageous</li> </ul> |
| COMPUTER PROFICIENCY                         | <ul style="list-style-type: none"> <li>• Above-average skills in use of MS Office</li> <li>• Knowledge of ZOOM, TEAMS and other related communication platforms</li> </ul>                                                                                                                                                                                                                                                                                      |
| LANGUAGE PROFICIENCY                         | <ul style="list-style-type: none"> <li>• Above-average ability to read, write and speak Afrikaans and English are required</li> </ul>                                                                                                                                                                                                                                                                                                                           |
| PERSONAL ATTRIBUTES                          | <ul style="list-style-type: none"> <li>• Good negotiation skills</li> <li>• Good interpersonal skills</li> <li>• Ability to work under pressure and complete tasks</li> <li>• Credibility</li> <li>• Integrity</li> <li>• Adaptability</li> <li>• Acceptance of accountability</li> <li>• Confidential handling of private and business information</li> <li>• Must be able to function as a team player</li> </ul>                                             |
| OTHER JOB REQUIREMENTS                       | <ul style="list-style-type: none"> <li>• Must be willing to travel and be out of town from time to time and not be strictly bound to office hours</li> <li>• Must be in possession of a valid driver's license</li> </ul>                                                                                                                                                                                                                                       |
| THE UNION OFFERS                             | <ul style="list-style-type: none"> <li>• A competitive remuneration package in accordance with policies</li> <li>• Adequate leave benefits</li> <li>• Official transport for attending official work commitments</li> </ul>                                                                                                                                                                                                                                     |

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| <b>APPLICATIONS</b> | <ul style="list-style-type: none"> <li>• Prospective candidates must apply by email and an abbreviated CV must state the following: age, qualifications, current position, employer, experience.</li> <li>• The names of three references (with email addresses and cell phone numbers) who can testify about the candidate must be provided. No testimonials are required.</li> <li>• Applicants should be prepared to report for interviews in Pretoria at their own expense.</li> <li>• Commencement date: <b>1 June 2026</b> or per earlier agreement.</li> <li>• Applications marked “<b>Assistant Provincial Secretary: Gauteng</b>” must reach Mr H Steenkamp, by email: <a href="mailto:hr@saou.co.za">hr@saou.co.za</a>, no later than <b>12:00 on Tuesday, 31 March 2026</b>.</li> <li>• You may consider the application unsuccessful if you are not contacted within two weeks of the advertising deadline</li> <li>• Enquiries: Mr H Steenkamp: Tel 012 436 0900</li> </ul> |
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| <b>JOB DESCRIPTION AND KEY PERFORMANCE AREAS (KPA's)</b>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
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| <b>Purpose of position:</b> To, in consultation with the Provincial Secretary, deliver a comprehensive support and trade union service with regard to fulfilling all the KPA's to the SAOU office. |                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>KEY PERFORMANCE AREAS (KPA's)</b>                                                                                                                                                               | <b>TASKS PER KPA:</b> All tasks are critical for the successful and effective execution of each KPA                                                                                                                                                                                                                                                                                                                              |
| <b>TRADE UNION SERVICES</b>                                                                                                                                                                        | <ul style="list-style-type: none"> <li>• Deliver an effective trade union service to SAOU members in the province</li> <li>• Conduct mediations, arbitrations, grievance meetings and disciplinary hearings</li> <li>• Be directly involved in collective bargaining on behalf of the province</li> <li>• Perform other tasks related to trade union services</li> </ul>                                                         |
| <b>CURRICULUM SERVICES</b>                                                                                                                                                                         | <ul style="list-style-type: none"> <li>• Be involved in the establishment of interest groups and similar professional structures</li> <li>• Sit on departmental committees regarding curriculum and related professional matters</li> <li>• Arrange curriculum and professional training opportunities</li> </ul>                                                                                                                |
| <b>ADMINISTRATIVE SERVICES</b>                                                                                                                                                                     | <ul style="list-style-type: none"> <li>• Provide an effective administrative and support service to the SAOU provincial office</li> <li>• Strategically coordinate and guide meetings where applicable at the request of the Provincial Secretary</li> </ul>                                                                                                                                                                     |
| <b>LOGISTICAL SUPPORT</b>                                                                                                                                                                          | <ul style="list-style-type: none"> <li>• Ensure on behalf of the Provincial Secretary that effective liaison and coordination with SAOU members are achieved</li> <li>• Act as Provincial Secretary in the absence of the Provincial Secretary</li> </ul>                                                                                                                                                                        |
| <b>EXTERNAL LIAISON</b>                                                                                                                                                                            | <ul style="list-style-type: none"> <li>• Work closely with the Provincial Secretary to launch effective marketing and recruitment actions among members and / or potential members within the province</li> <li>• Promote liaison and collaboration with employers, other trade unions and the media</li> <li>• Have contact with the Department of Education and deal with conditions of service problems of members</li> </ul> |
| <b>ADDITIONAL KNOWLEDGE/SKILLS</b>                                                                                                                                                                 | <ul style="list-style-type: none"> <li>• Membership of the SAOU will serve as a recommendation</li> <li>• Knowledge of Labour Law and Education Law is a requirement</li> </ul>                                                                                                                                                                                                                                                  |