



SAOU VACANCY ASSISTANT PROVINCIAL MANAGER: SAOU EASTERN CAPE	
JOB TITLE	Assistant Provincial Manager: Eastern Cape
ENTITY	SAOU
REPORTING LINE	Provincial Manager in the Eastern Cape office Workstation: 21 Barton Road, Cotswold, Gqeberha
MINIMUM EDUCATIONAL QUALIFICATIONS	Appropriate academic and/or professional qualifications
MINIMUM APPLICABLE WORK EXPERIENCE	Minimum 5 years of appropriate work experience
FURTHER QUALIFICATIONS AND EXPERIENCE	• Proven record of a successful teaching career and/or service delivery in a trade union • Good interpersonal relations • Ability to communicate fluently in both written and spoken English • Ability to handle collective bargaining/negotiations on behalf of the provincial SAOU office • Thorough knowledge of curriculum matters • Management experience will be advantageous
COMPUTER PROFICIENCY	• Above-average skills with MS Office • Knowledge of ZOOM, TEAMS, and other related communication platforms
LANGUAGE PROFICIENCY	• Above-average speaking, reading and writing skills in Afrikaans and English are essential
PERSONAL ATTRIBUTES	• Good negotiation skills • Good interpersonal skills • Ability to work under pressure and complete tasks • Credibility • Integrity • Adaptability • Acceptance of accountability • Confidential handling of private and business information • Must be able to function as a team player
OTHER JOB REQUIREMENTS	• Must be willing to travel and be out of town from time to time and not be committed to office hours • Must in possession of a valid driver's license

THE UNION OFFERS	• A competitive remuneration package in accordance with policies. • Adequate leave benefits • Official transport for attending official work commitments
APPLICATIONS	• Prospective candidates must apply by email an abbreviated CV which states the following: qualifications, current position, employer, experience. • The names of three referees (with email addresses and mobile phone numbers) who can testify about the candidate must be provided. No testimonials are required. • Applicants must be willing to report for interviews in Gqeberha at their own expense. • Commencement date: 1 October 2026 or earlier as per agreement. • Applications marked "Assistant Provincial Manager: Eastern Cape" must reach Mr H Steenkamp by e-mail at hr@saou.co.za no later than 12:00 on Thursday, 20 August 2026. • You may consider the application unsuccessful if you are not contacted within two weeks of the advertising deadline. • Enquiries: Mr H Steenkamp: Tel. 012 436 0900

JOB DESCRIPTION AND KEY PERFORMANCE AREAS (KPA's)	
Purpose of the position: To provide, in consultation with the Provincial Manager, a comprehensive support and trade union service in relation to all the KPA's to the SAOU office.	
KEY PERFORMANCE AREAS (KPA's)	TASKS PER KPA: All tasks are critical for the successful and effective execution of each KPA
UNION SERVICES	• Deliver an effective trade union service to SAOU members within the province • Conduct mediations, arbitrations, grievance meetings, and disciplinary hearings • Be directly involved in collective bargaining on behalf of the province • Other tasks related to union services
CURRICULUM SERVICES	• Be involved in the establishment of interest groups and similar professional structures • Sit on departmental committees regarding curriculum and related professional matters • Arranging curriculum and professional opportunities
ADMINISTRATIVE SERVICES	• Provide an effective administrative and support service to the SAOU provincial office • Strategic coordination and leading of meetings where applicable at the request of the Provincial Manager
LOGISTICAL SUPPORT	• Ensure on behalf of the Provincial Manager, that effective liaison and coordination with SAOU members are achieved
EXTERNAL LIAISON	• Work closely with the Provincial Manager to launch effective marketing and recruitment actions among members and/or potential members within the province • Promote liaison and collaboration with employers, other unions and the media • Liaise with the Department of Education and deal with condition of service problems of members

ADDITIONAL KNOWLEDGE/ SKILLS	• Membership of the SAOU will serve as a recommendation • Knowledge of Labour Law and Education Law is a requirement
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