



NEHAWU

National Education Health & Allied Workers Union

OFFICE OF THE SECRETARIAT

E-Mail: SecretariatPA@nehawu.org.za

Head Office

33 Hoofd Street, Braamark
Braamfontein, 2001
P.O. Box 10812
Johannesburg, 2000

Tel: (011) 833-2902

Fax: (011) 833-0757

Website: www.nehawu.org.za

Location:	Bohlabela Regional Office	Date:	29 January 2023
Job Title:	Regional Organiser		
Province:	Mpumalanga Province		
Reporting to:	Regional Secretary		

Main Purpose: To effectively organise and represent workers in the region.

Key Performance Areas:

- To organise and recruit workers within the scope of the union;
- To co-ordinate collective bargaining work of the union and lead negotiations in all companies and institutions where we bargain locally;
- To build strong and vibrant branches, shop stewards committees and substructures capable of providing high quality service and representation to members, and attend meetings as necessary;
- To assist in training and supporting shop stewards and office bearers;
- To work with Paralegal Officer in building strong paralegal team within the region capable of representing members in disciplinary cases, conciliation and arbitration;
- To represent members in grievance and disciplinary hearings where and when shop stewards and branch office bearers are unable to do so, and to refer cases to conciliation and arbitration; and,
- To submit monthly reports and programs to the Regional Secretary and PHOSEC.

Competencies and Skills required:

Individuals meeting the following criteria are to apply:

- Grade 12 or equivalent;
- Qualification in labour law or labour relations will be an added advantage;
- Experience working in a trade union movement;
- Prepared to work flexible hours;
- Computer Literacy preferably MS packages (i.e. MS Excel, Power Point, Word, Outlook and other MS Office programmes);
- Experience in Drafting of Agreements;
- Organising and Recruitment skills;
- Communication and application; and,
- Valid Driver's License.



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Remuneration:

- Salary is based on Nehawu Salary Grading System
- Provident Fund;
- Medical Aid
- Housing Subsidy (subject to union criteria)
- Membership of the NEHAWU Group Schemes
- 13th Cheque

Applications:

Applications, especially females, are now invited from suitably qualified individuals to send their CVs, with at least two references, identity document and copies of qualifications to the following address:

30 Brown Street
Nedbank Building

P.O. Box 1022
Nelspruit 1200

Tel: 013 752 3497/88

Fax to: 013 752 3497

Email to: prudence@nehawu.org.za

CLOSING DATE:

Closing date for the applications is on the **11 February 2026**.