

VACANCY



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DEPUTY GENERAL SECRETARY REGIONAL / NATIONAL

The United National Transport Union (UNTU) is looking for a Deputy General Secretary Regional / National to join their dynamic team and growing organisation

1. GENERAL REQUIREMENTS

- The main purpose of this role is to take custodianship for all the businesses in the regional responsibility areas. National custodianship of all new ventures and including the divisional custodianship which is assigned by the General Secretary in terms of all the key performance areas as listed further in this document.
- It includes, but is not limited to, recruitment of non-members in current industries in which we are active in and recruitment in new industries which we are not active in yet nationally, the marketing of the Union and expanding the national footprint of the Union in across all industries within the Union's scope in the regional allocated responsibility areas and on a national basis.
- This position is instrumental in gathering intelligence within our membership, opposition unions to enable counter strategy implementation and new ventures / businesses into which the Union expands into / plans to expand into in the regionally allocated responsibility areas and on a national basis.
- This position is further responsible for ensuring the effectiveness of dispute resolution and referral processes under his / her assigned areas of responsibility, including but not limited to, advising Officials and members during disputes, dispute referrals, disciplinaries, grievances and the referral / reporting / administrative processes within the Employer, within the CCMA and within the Bargaining Council environment and other relevant related bodies / forums.
- This position is further responsible for the representation of members in the dispute resolution processes and bodies in businesses / companies in which the Union does not have Full Time Trade Union Representatives and as and when required / instructed / approved by the General Secretary.
- This position is instrumental in advising, training, coaching and mentoring Trade Union Representatives and members in regard to all disciplinary, grievance, dispute, CCMA, Bargaining council processes, documents, requirements, and rules.
- As and when required this position is responsible for ensuring that referral processes to the CCMA and Bargaining Council are followed and adhered to, including the administration / administrative requirements and documents related to disputes (e.g. dispute referrals, condonation applications, certification of awards, recission applications, etc.) and ensuring representation is allocated, informed and represents members.

2. REQUIRED QUALIFICATIONS

- Minimum of an NQF 5 diploma in industrial relations / labour dispute resolution / labour law / employee relations / human resources with a high emphasis on industrial relation / disputes / labour.
- Alternatively, at least 10 years' experience in industrial relations / labour dispute resolution / labour law / employee relations / human resources with a proven track record.

3. OTHER REQUIREMENTS

- Verbal and written proficiency in at least two of the recognized official languages in South Africa.
- Valid unendorsed driver's license (Code 8 / Code B minimum)
- Basic understanding of marketing and recruitment strategies within a Union environment
- In depth understanding of all relevant Labour legislation and dispute related processes, including disputes, grievances, disciplinary enquiries, condonation applications, rescission applications, CCMA referrals and Bargaining Council referrals.
- A basic understanding of referring matters to the Labour Court and / or the Labour Appeals Court.
- In depth understanding and knowledge of other legislation relevant to businesses / companies / industries within regionally allocated area and scope of responsibility.
- In depth understanding of all Labour related policies, procedures, disciplinary, grievance, etc. policies and procedures of Companies / industries within area / scope of responsibility.

4. REQUIRED EXPERIENCE

- At least 5 years' experience in a similar role in representing members within a union environment, with a high emphasis on identifying new recruitment opportunities in various industries on a national basis, planning and executing of recruitment initiatives, advising, preparing for and representing members in/on disciplinary enquiries, grievances, rescission applications, condonation applications, writs of execution, declaring disputes to CCMA or Bargaining council, negotiation, advising members and ensuring dispute processes and escalation processes are adhered to and researching applicable case law.

5. KEY PERFORMANCE AREAS

- Marketing and Recruitment of members
- CCMA and Bargaining Council
- Disciplinary and Grievances
- Divisional / small business negotiations
- Membership & Branches
- People Management
- Forums & Committees
- Training and coaching
- Administration

6. THE FOLLOWING DOCUMENTS MUST ACCOMPANY THE APPLICATION:

- A detailed Curriculum Vitae (CV).
- Certified copies of all educational qualifications (Secondary and Tertiary)

- Certified copies of Identity Document and Driver's License.

NOTE:

This position will preferably be based in our Head Office situated in Bedfordview, Gauteng

The closing date for applications is **22 August 2025** and must be submitted via email to the following email address: annemarie@untu.co.za

Under NO circumstances will applications be considered if applications have not been submitted to the above-mentioned email address and by the stipulated closing date. If you do not hear from UNTU within two weeks after the closing date, please consider your application as unsuccessful.

UNTU IS AN EQUAL OPPORTUNITY EMPLOYER

Esteemed greetings,



Cobus van Vuuren
GENERAL SECRETARY: UNTU