

SAOU VACANCY FULL-TIME SHOP STEWARD (FTSS): SAOU FREE STATE	
JOB TITLE	Full-time shop steward (FTSS): SAOU Free State
ENTITY	SAOU
REPORTING LINE	Report to the Provincial Secretary in the Free State office Location: No 2 7th Street, Arboretum, Bloemfontein
MINIMUM ACADEMIC QUALIFICATIONS	B.Ed. degree or equivalent such as BA (PGCE)
MINIMUM WORK EXPERIENCE	Minimum 5 years of relevant experience.
COMPUTER PROFICIENCY	Proven experience in the use of the Microsoft Office package: Word, Power Point, Excel, MS Teams, Zoom, Outlook.
LANGUAGE PROFICIENCY	- Above average speaking, reading and writing skills in English and Afrikaans are essential. - Knowledge of an African language will be an advantage
PERSONAL ATTRIBUTES	- Good communication skills in Afrikaans, but especially English - Good interpersonal skills - Skilled in establishing relationships with external organisations - Adaptability - Acceptance of responsibility - Ability to work under pressure and complete tasks - Credibility - Integrity - Respect - Confidential handling of private and operational information
OTHER JOB REQUIREMENTS	- The applicant must be a permanent, departmental, post level 1 educator. - Strong leadership abilities and a proven track record of initiative and achievement within the teaching profession are required. - The successful candidate must be dynamic and comfortable with presentations and training to groups and must perform well under pressure. - Possess a valid driver's license, willing to travel frequently, sometimes out of town. - Must be prepared to travel long distances alone

FURTHER PARTICULARS	• The secondment is for the period 1 January 2027 until 31 December 2027. • The appointment is renewable after satisfactory evaluation of the candidate's outputs. • Working hours will be in line with current SAOU Free State office hours, i.e. 07:45 – 16:15. Longer working hours are sometimes required. • The Free State Department of Education remains responsible for the successful candidate's salary and other employment benefits, i.e. the person will still be regarded as an employee of the Department and will therefore not have to resign. The candidate's salary and benefits will remain unchanged. • Basic training will be provided by the SAOU. • The successful candidate will have to travel frequently and sometimes overnight. Reimbursement in accordance with SAOU's travel allowance policy. • An official SAOU vehicle will be available for travel where official service is delivered outside the office.
APPLICATIONS	• Prospective candidates must apply via email and an abridged CV must state the following: qualifications, current position, employer and working experience. • The names of three referees, with email addresses and cell phone numbers, who can testify about the candidate must be provided. No testimonials are required. • Applicants should be prepared to report for interviews in Bloemfontein at their own expense. • Applications marked "FTSS: Free State" must be emailed to Mr H Steenkamp at hr@saou.co.za by no later than 16:00 on Wednesday, 23 September 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 a comprehensive support - and trade union service, encompassing all the KPA's, to the SAOU and its members, in consultation with the Provincial Secretary of the Free State, without being office bound.	
KEY PERFORMANCE AREAS (KPA's)	TASKS PER KPA: All tasks are critical for the successful and effective execution of each KPA.
TRADE UNION SERVICES	• Provide effective trade union service to SAOU members in the Free State. • Represent the union at meetings, task teams and other interest groups as requested. • All other tasks related to an effective union service.
LIAISON WITH MEMBERS	• Liaison and communication with members via telephone, written correspondence, communication through e-mail, personal and school visits, as well as public speaking at training events involving members of the SAOU. • Handling members' enquiries and liaising with the Department of Education, governing bodies and independent schools to resolve issues regarding members' conditions of employment. • Marketing of the SAOU and recruitment of members. • Dissemination and collection of information in order to deal with

	individual member enquiries regarding conditions of employment and other labour matters. This includes regular visits to the Provincial Department of Education and district offices.
CONDITIONS OF EMPLOYMENT AND LABOUR MATTERS	• To acquire expertise regarding teachers' conditions of service and service benefits. • To acquire expertise in certain aspects of the Labour Relations Act, the Basic Conditions of Employment Act, the Employment of Educators Act, the South African Schools Act and relevant Collective Agreements. • Exposure to negotiations in the Provincial Chamber of the Education Labour Relations Council (ELRC). • Involvement in specific negotiations on behalf of the trade union, as well as representation in task teams and committees of the Provincial ELRC • Knowledge of ELRC structures and its functioning within the labour relations sphere at provincial, as well as national level. • Representation and assistance when members are subject to disciplinary hearings and/or procedures. • Representation and assistance when members are involved in grievances or disputes. • Development and maintenance of healthy labour relations.