

SAOU VACANCY	
PROVINCIAL MANAGER: SAOU KWAZULU-NATAL	
JOB TITLE	Provincial Manager: KwaZulu-Natal
ENTITY	SAOU
REPORTING LINE	Executive Officer Location: 48 Lewis Drive, Amanzimtoti
MINIMUM EDUCATIONAL QUALIFICATIONS AND WORK EXPERIENCE	• Relevant academic and/or professional qualifications • Proven track record of a successful teaching career and/or service delivery in the trade union sector • Above-average knowledge of labour law and education law • Ability to handle collective bargaining on behalf of the province • Representing members during disciplinary hearings and labour disputes • In-depth knowledge of curriculum matters
COMPUTER PROFICIENCY	• Proven experience in the use of Microsoft Office suite: Word, PowerPoint, Outlook, Excel, MS Teams, Zoom. • Willing to continuously acquire new skills and knowledge
LANGUAGE SKILLS	• Above-average speaking, reading and writing skills in Afrikaans and English are essential
PERSONAL ATTRIBUTES	• Good interpersonal skills and negotiation skills • Adaptability • Acceptance of responsibility • Good coping skills with pressure and adhere to deadlines • Credibility • Integrity • Respect • Good conflict management and mediation skills • Confidential handling of private and operational information
OTHER JOB REQUIREMENTS	• Possess a valid motor driver's license, willing to travel frequently and be out of town at times
THE UNION OFFERS	• A competitive compensation package in line with policy • Adequate leave benefits

APPLICATIONS	• Prospective candidates should apply via email and an abbreviated CV should state the following: qualifications, current position, employer and 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 prepared to report for interviews in Amanzimtoti at their own expense • Commencement of employment: 1 November 2026 or earlier as per agreement. • Applications marked "Provincial Manager: KwaZulu-Natal" must reach Mr H Steenkamp by e-mail at hr@saou.co.za, no later than 12:00 on Sunday, 6 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 (SPAS)	
Purpose of the position: To provide, in consultation with the Executive Officer of the SAOU, a comprehensive support and trade union service in relation to all the SPAs to members and management structures within the province	
KEY PERFORMANCE AREAS (SPAs)	TASKS PER SPA: All tasks are critical to the success of the effective execution of each of the SPAs
UNION SERVICES	• Provide an effective trade union service to SAOU members within the province • Handle mediations, arbitrations, and disciplinary hearings • Dispute prevention • Is directly involved in collective negotiations and task teams on behalf of the SAOU provincial office • All other tasks related to an effective union service
CURRICULUM SERVICES	• Involved in the establishment of professional learning communities and similar professional structures within the province • Sitting on departmental committees regarding curriculum and related professional matters • Identifying and arranging curriculum and professional empowerment opportunities
ADMINISTRATIVE SERVICES	• Sound working relationships with elected leaders and structures of the province • Providing an effective administrative and support service to the province • Strategic coordination and to chair meetings where applicable
LOGISTICS SERVICES	• Ensure that effective communication, liaison and coordination with SAOU members are achieved within the province • Manages the SAOU provincial office and accepts responsibility for all related duties, including budget management and financial reporting
EXTERNAL LIAISON	• Work closely with the Executive Officer 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 provincial education department • Handle members' problems in terms of service benefits