SAOU VACANCY FULL-TIME SHOP STEWARD (PROFESSIONAL OFFICER): SAOU KWAZULU-NATAL	
POST TITLE	Full Time Shop Steward (Professional Officer): Kwazulu-Natal
ENTITY	SAOU
REPORTING LINES	• Provincial Secretary for the Kwazulu-Natal province • Workstation: 48 Lewis Drive, Amanzimtoti
MINIMUM ACADEMIC QUALIFICATION AND WORK EXPERIENCE	• Appropriate academic and professional qualifications. • Knowledge of labour law and education law will be advantageous.
COMPUTER LITERACY	• Proven experience in the use of the Microsoft Office package: Word, Power Point, Excel, Outlook, Excel, MS Teams, Zoom. • Experience in Artificial Intelligence would be advantageous.
LANGUAGE SKILLS	• Above-average speaking, reading and writing skills in English and Afrikaans is essential. • Proficiency in Zulu will be an advantage.
PERSONALITY ATTRIBUTES	• Good interpersonal skills. • Ability to work under pressure (adhere to deadlines). • Credibility, integrity, reliability, attention to detail and neatness. • Ability to function as part of a team. • Respect the privacy requirements of confidential information. • Responsible behaviour and acceptance of liability. • Ability to function independently and innovatively. • Ability to multitask successfully. • Committed to ongoing learning of appropriate skills and knowledge.
OTHER JOB REQUIREMENTS	• The successful candidate must be dynamic and comfortable with presentations and training of groups, and must be able to perform under pressure. • Possess a valid driver's licence and have access to reliable own transport to travel within the province, when required for work purposes. • Be willing to travel and be away from home from time to time, as required for work purposes.
THE UNION OFFERS	• A competitive and negotiable remuneration package. • Generous holiday and sick leave benefits.

APPLICATIONS	• Prospective candidates must apply in writing via email. A short CV must be included, containing the following information: qualifications, current position, employer, experience. • Applicants should be prepared to travel to Amanzimtoti for an interview at their own expense. • Commencement date: 1 February 2027 or as per agreement. • Applications marked "Professional Officer: Kwazulu-Natal" must be emailed to Mr H Steenkamp at hr@saou.co.za by no later than 12:00 on Monday, 30 November 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 (KPAs)	
Purpose of the position: To provide a comprehensive support and trade union service, encompassing all the KPAs, to the SAOU and its members, in consultation with the Provincial Secretary.	
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. • Facilitate grievances, mediations, arbitrations and disciplinary hearings of members, as representative. • Involvement in collective negotiations on behalf of the trade union, as well as representation in task teams and committees of the Provincial ELRC. • To provide advice to members regarding their terms of service and service benefits. • Other tasks relevant to trade union services.
LIASON WITH MEMBERS	• Liaison and communication with members via telephone, written correspondence, communication via e-mail, personal and school visits, as well as presentations at training events involving members of the SAOU. • Addressing members' enquiries and liaising with the Department of Education to resolve issues with members' conditions of employment. • Marketing of the SAOU and recruitment of members. • Dissemination and collection of information in order to address individual member enquiries regarding conditions of employment and other labour matters. This includes regular formal visits to the Provincial Department of Education - and district offices.
CURRICULUM SERVICES	• Organising of curriculum and professional training opportunities and empowerment.
ADMINISTRATIVE DUTIES	• Deliver an effective administrative and support service to the SAOU office. • Strategic coordination and chairing of meetings at the request of the Provincial Secretary.
LOGISTICAL SUPPORT	Ensure on behalf of the Provincial Secretary that effective liaison and coordination are achieved among SAOU members.
EXTERNAL LIAISING	• Work closely with the Provincial Secretary to establish effective marketing and recruitment campaigns amongst members and/or potential members. • Promote liaison and collaboration with employers, and other trade unions. • Liaise with Department of Education and deal with service condition and benefit problems of members in the province.

ADDITIONAL KNOWLEDGE/ SKILLS	Extensive knowledge of the following would be a strong recommendation: • Conflict management and mediation skills. • Labour and education law. • Labour Relations Act, the Basic Conditions of Employment Act, the Employment of Educators Act, the South African Schools Act and certain Collective Agreements pertaining to teachers.