

To: Sasbo Management Committee, Chairpersons and Secretaries of Sasbo Branch Executive Committees

From: The Offices of the General Secretary

Date: 24 January 2020

Subject: Vacancies in Bloemfontein: Regional Organiser and Membership Services Officer

In accordance with the provisions of clause 3.2 of the Sasbo Recruitment, Selection and Promotion Policy and Guidelines, we have circulated advertisements of the vacancies to all internal staff members, however no applications were received. According to this Policy, Sasbo must now invoke the next step, i.e., to advertise the vacancy in the Union's Official publication, the *Sasbo News* in order to offer members of the Union an opportunity to apply.

Given the urgency for the placements of *two critical* positions in the *same* Regional Office it is inevitable that the Union now resorts to more expeditious ways to inform its members of such vacancies. In addition to this memorandum, these vacancies will also be available on the Sasbo website and communicated via SMSs to all the members.

The vacancies are:

Regional Office:	Bloemfontein
Position Title:	Regional Organiser
Grade:	P2 level
Reporting to:	Regional Secretary

The main duties of the incumbent include but are not limited to:

- Recruiting and retention of union members in the region to ensure optimal growth of Sasbo membership
- Attending to all matters that arise within the regions, i.e. branch visits, organisers' itineraries, union-related meetings, workplace queries from members
- If required, representing and assisting members at e.g., enquiries/hearings of whatsoever nature
- Communicating and liaising with internal and external stakeholders on labour related matters

The most suitable applicant must have the following: -

- Skills in marketing/selling, organising, communication (verbal and written), planning, and administration
- IT literacy
- Sound interpersonal relationship abilities including good listening skills and conflict management
- Must be able to give much attention to detail



Regional Office:	Bloemfontein
Position Title:	Membership Services Officer
Grade:	P2 level
Reporting to:	Regional Secretary

The main duties of the incumbent include *inter alia* the following: -

- To assist, advice, conduct IR research and represent members at meetings and/or enquiries of whatsoever nature including external conciliation meetings (CCMA)
- To prepare, in conjunction with the Regional Secretary, comprehensive legal files for submission to Sasbo's Legal Department for assessment to any external dispute resolution forum
- To attend union related meetings to represent the interests of Sasbo members
- To maintain accurate records of members assisted and progress made in resolving matters in regard to the incumbent's functions

The essential attributes, skills and abilities will be an advantage to effectively perform this function will include but not be limited to: -

- Basic knowledge of the relevant labour legislation, Sasbo and its Constitution, the applicable Codes, Policies and Procedures of the various finance institutions
- Good interpersonal relationship skills especially conflict handling abilities and good listening skills
- IT Literacy
- Strong communication (verbal and written) and administration abilities/skills
- The ability to give much attention to detail and have strong factfinding capabilities

Qualification and experience for both positions

- External study at tertiary level and practical experience in the field will be an advantage; however more specialised internal training will be offered
- The job entails extensive travelling and it is a prerequisite that the successful candidate must have a valid drivers' licence and privately-owned vehicle
- The applicant must be prepared to work abnormal hours
- An appointed interview panel will only interview shortlisted candidates
- These appointments will be done in accordance with relevant Sasbo Policies, including the Transformation Policy
- CVs for the aforementioned position must be addressed to the offices of the General Secretary at joek@sasbo.org.za
- The closing date is on or before 16:00 on Friday, 14 February 2020