



**REF: UN/ADV.001/SC/mh**

**2016-08-15**

**To:**

**All Executive Council Members, Trade Union Representatives and Members**

**RE: ADVERTISEMENT - (VACANCY)**

**Job Description: Senior UNTU Organiser**

**Area: Western Cape (based in Cape Town)**

The United National Transport Union (UNTU) are looking for a senior organiser to recruit groups and/or individuals in the Transport Sector to join the Union in the Western Cape and to head UNTU's office in Cape Town.

**An Organiser must have:**

- Management and leadership qualities
- Must be able to manage an office
- Extensive knowledge of the Transport Industry and the importance of trade unions as organised labour;
- Serve as an ambassador for UNTU;
- Excellent Communication Skills in English and Xhosa to sell UNTU as the union of choice;
- Be able to explain the variety of benefits UNTU members enjoy as part of their monthly contributions.
- Knowledge of the demographic area where the recruiting should be done;
- Have enough knowledge of the structure of the Union to direct complaints or enquiries from members and shop stewards to the correct Union channels.
- A Matric Certificate;
- A Code 010 Drivers Licence;
- Integrity, reliable, responsible and trustworthy;
- Own vehicle will be an added advantage.

**Duties of a senior organiser:**

- Manage other organisers and admin staff at the Cape Town Office.
- Recruit all non-members and members of other Unions to join UNTU;
- Recruit 30 new members per month;
- Assist members, shop stewards and Trade Union Representatives with guidance in grievances, disciplinary hearings and arbitrations;

**Non-profit Organisation – Ref: Number 036 913**

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Affiliated to FEDUSA

ULH/2

- Work hand in hand with the UNTU's Head Office to identify new recruitment areas and to come up with recruitment incentives.
- Communicate to the line manager the daily movements of the organiser.

**In return UNTU provides:**

- A Total Cost to Company Package that includes a medical aid and pension.
- A canvassing fee of R100 for every new member recruited;
- A UNTU vehicle to assist the organiser to perform his or her duties.
- Benefits enjoyed by all other employees of UNTU.
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Please e-mail your application to Sonja Carstens at [sonja@untu.co.za](mailto:sonja@untu.co.za) by no later than 22 August 2016. If you do not hear from UNTU within two weeks after the closing date you can consider your application to be unsuccessful.

UNTU Greetings.



**S CARSTENS**  
**Obo**  
**SA HARRIS**  
**GENERAL SECRETARY**