



FOR PSA MEMBERS: **SOUTH AFRICAN SOCIAL SECURITY AGENCY (SASSA) - FREE STATE**

13-02-2025

Advertisement to fill FTSS position for SASSA - Free State

The Free State SASSA Branch is pleased to announce the vacancy for the position of Full-Time Shop Steward (FTSS) under the allocation of the PSA in terms of the Special National Bargaining Forum (SNBF) Collective Agreement. All eligible shop stewards in the Free State Region in the Department of SASSA are invited to apply for this opportunity.

Position: FTSS

Duration: Two years

Closing date: 25 February 2025 at 00:00

PSA shop stewards who are interested may send their CVs to lynsie.pelser@psa.co.za or mpho.tlhatlogi@psa.co.za by no later than 00:00 on 25 February 2025.

Requirements

- Be employed in a permanent capacity in the Free State Region
- Being a member in good standing of PSA.
- Not having a dual membership with another union.
- **Must be a PSA Shop steward.**
- Must have a valid driver's license and a motor vehicle (car).
- Must be able to recruit.
- Must have computer skills

Recommendations

- Flexibility in working hours. Must be able to work after normal working hours.
- Willing to learn.
- Willing to travel long distances and often sleep over in other towns.
- Must be able to work under pressure.

Duties

- Assist members with grievance processes – compiling grievances, conciliations, and arbitrations.

- Advise, guide, or and represent employees in disciplinary proceedings.
- Monitor the employer's compliance with laws and collective agreements regulating terms and conditions of employment.
- Generate reports of the employer's non-compliance with laws and collective agreements regulating terms and conditions of employment.
- Represent the PSA and participate in collective bargaining processes.
- Execute any other duties that may be assigned by the PSA.
- Recruitment (please note that a weekly target exists) and retaining members.
- Arrange and attend meetings with members and stakeholders

Reuben Maleka
GENERAL MANAGER