



FOR PSA MEMBERS: **GENERAL PUBLIC SERVICE SECTORAL BARGAINING COUNCIL -  
KWAZULU-NATAL**

26-02-2025

## Vacancy advertisement: Provincial Office Bearer (POB) and Full-Time Shop Steward (FTSS) - KwaZulu-Natal

The PSA in KwaZulu-Natal is pleased to announce vacancies for a Full-Time Shop Steward (FTSS) and a Provincial Office Bearer (POB) position in the General Public Service Sector in KwaZulu-Natal. These roles present a unique opportunity for passionate and dedicated shop stewards and office bearers to enhance service delivery and strengthen PSA's influence across the province.

### **Position 1: Full-Time Shop Steward (FTSS) - GPSSBC**

- Purpose of this position is to enhance service delivery to PSA members in KwaZulu-Natal,
- Provide consistent representation in grievance meetings, disciplinary hearings, and
- Support recruitment initiatives and contribute to the growth of PSA membership.

### **Position 2: Provincial Office Bearer (POB) - GPSSBC**

- Play a strategic leadership role in the GPSSBC in KwaZulu-Natal.
- Represent the interests of PSA members at a higher level of governance and negotiation.
- Work closely with committees and branch management to drive the Union's objectives forward.

### **Eligibility**

This position is exclusively open to office bearers of a branch/committee in the General Public Service sector, specifically the positions of Chairpersons, Vice-Chairpersons, and Secretaries.

### **General criteria for both positions**

To ensure the appointment of a highly competent and effective representative, applicants must meet the following requirements:

**Experience:** Must have served as a shop steward for a minimum of two years.

**PSA affiliation:** Must have been solely associated with the PSA for at least four years.

**Proven capabilities:** Demonstrated ability to recruit members and effectively represent them in grievance meetings, disciplinary hearings, in all relevant dispute resolution forums. A portfolio of cases managed in the last 12 months must be submitted with the application.

**Labour relations expertise:** Strong knowledge of labour relations practices, legislation, and representation processes.

**Recruitment skills:** Proven track record of member recruitment. Applicants must indicate the number of members recruited over the past 12 months in their application.

**Driving requirements:** Must possess a valid driver's license and have access to a reliable vehicle, which the incumbent is willing to use for PSA duties/activities.

**Employment level restrictions:** Applicants must not be employed in a critical post or hold a position above salary level 8, except in the case of POB applicants.

### Key responsibilities for FTSS

- Represent members at all levels of grievance and disciplinary processes.
- Provide advice and support to members on workplace issues.
- Drive recruitment campaigns and promote PSA membership.
- Manage and maintain a portfolio of cases, ensuring timely and effective representation.

### Key responsibilities for POB

- Lead provincial engagements and negotiations within the GPSSBC.
- Strengthen relationships with stakeholders, including management, government departments, and other unions.
- Advocate for members' rights and influence decision-making at a strategic level.
- Contribute towards membership growth in the province.
- Ensure compliance with PSA policies and contribute to policy development.

### Application process: applicants must submit:

- Detailed CV, highlighting relevant experience and achievements.
- Cover letter, outlining why they are suitable for the position.
- Portfolio of cases managed over the last 12 months (for FTSS applications).
- Proof of recruitment numbers over the past 12 months.
- Copy of a valid driver's license and vehicle documentation (if applicable).

Applications must be sent to Pam Naidu, [PAM.NAIDU@psa.co.za](mailto:PAM.NAIDU@psa.co.za), Nkosinathi Thwala OMO [Nkosinathi.thwala@psa.co.za](mailto:Nkosinathi.thwala@psa.co.za).

**Application closing date: 11 March 2025**

Interviews: To be scheduled after the closing date.

Expected start date: Negotiable, but preferably at the earliest opportunity.

### Why apply?

- Opportunity to lead: Play a vital role in promoting workers' rights and enhancing service delivery.
- Professional growth: Develop leadership skills and gain experience in provincial representation.
- Make a difference: Advocate for PSA members and contribute to positive workplace changes.

For more information, please contact the PSA Durban Provincial Office on (031) 310 3600 or the Pietermaritzburg Provincial Office on (033) 392 7600. The PSA looks forward to receiving your application!

To join the PSA, please contact our provincial organisers or full-time shop stewards. You can reach Xolani Dhlamini on 073 813 9646 / [xolani.dhlamini@psa.co.za](mailto:xolani.dhlamini@psa.co.za), Nkosinathi Thwala on 082 880 8953 / [Nkosinathi.thwala@psa.co.za](mailto:Nkosinathi.thwala@psa.co.za), or Nkosephayo Zulu on 082 880 8994 / [nkosephayo.zulu@psa.co.za](mailto:nkosephayo.zulu@psa.co.za).

Alternatively, you can contact the full-time shop stewards: Ernest Mkhize on 081 016 5028, Nondumiso Mvubu on 081 016 5024, Jabulani Bukhosi on 063 737 8498, Sthembile Ngcobo on 081 016 5085 or Brendon Fisher on 083 863 6754.

Reuben Maleka  
GENERAL MANAGER