



FOR PSA MEMBERS: **PUBLIC HEALTH AND SOCIAL DEVELOPMENT SECTORAL
BARGAINING COUNCIL (PHSDSBC) - NORTHERN CAPE**

14-02-2025

PSA advertisement: PHSDSBC Full-time shop steward (FTSS) – Northern Cape

The PSA hereby invites applications from PSA shop stewards in the PHSDSBC for the position of FTSS. The position is regulated by PHSDSBC Resolution 3/2011. The term of release for the successful shop steward is three years and may be extended once for another three-year term. Interested shop stewards may send their CVs to racquelle.mabindisa@psa.co.za by **19 February 2025** by close of business.

Requirements

- Be employed in a permanent capacity in the Northern Cape Province.
- Be a member in good standing of PSA.
- Must not have dual membership with another union.
- Must be a PSA shop steward.
- Must have a valid driver's license and a motor vehicle (car). NB: Must be willing to use own vehicle.
- Must be able to recruit and do individual members' cases
- 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 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