



Vacancy: Provincial Administrator

The Congress of South African Trade Unions (COSATU) has a vacant position of the administrator in its Limpopo Provincial office based In Polokwane. The successful candidate will be responsible for the smooth running of the provincial office, coordinate gender and finances.

Functions include:

1. Task related to reception

- Manage switchboard and take messages
- Receive visitors and direct them to the relevant office/person
- Assist workers who might need advice

2. Tasks related to finances

- Prepare financial statements for the approval of the Provincial Executive Committee or Provincial Congress
- Submit financial statements to Provincial Accountant at Head Office
- Prepare cheques with necessary requisition forms and supporting documentation to be approved by the Provincial Secretary and signed by the office bearers
- Control, record reconcile and account for all petty cash of the Province in terms of the Federation financial policy
- Record and keep up to date the cash book with monthly reconciliation to the bank statements
- Keep copies of all financial records of the Federation in safe files
- Collect all necessary documentation from the bank from time to time
- Deposit all monies received on behalf of the Federation within three (3) days of actual receipt

3. Administrative tasks

- Type and write all notices, reports and minutes of the constitutional meetings that might be called by the Provincial Secretary or other Federations officials
- Do all logistical tasks for the office
- Attend PEC and PC and or any other meetings as may be requested by the Provincial Secretary
- Collect mail from the post and bank
- In conclusion with the Administrative Secretary – order stationery for the office
- Develop a filing system

4. Gender Tasks

Coordinate Gender in consultation with the Provincial Secretary in which functions are not limited to the following:

- Convene and Coordinate the Provincial Gender Structure
- Coordinate the establishment and functioning of the Provincial and local gender committees
- Develop and ensure the implementation of provincial plan of action based on the national plan
- Establish and maintain links with Labour Service Organisations and Women's organisations in the Province
- Coordinate, facilitate and lead key campaigns identified by the NGC
- Ensure that gender issues are mainstreamed in the provincial work such as education, campaigns
- Ensure participation of women in the activities of the Province
- Develop and carry out empowerment programmes in the province

5. Other

- Keep the office surroundings tidy and in clean conditions

Requirements:

- A level 4 NQF qualification with a minimum of 5 years experience in Trade Union work or in non-governmental organization in an equivalent job
- Bookkeeping
- Understanding of South African Labour Laws
- Good Administrative skills
- Be computer literate
- Numeracy and literacy skills
- Be proficient in English
- Be prepare to work unlimited hours

All applications indicating clearly the position applying for should be sent before 30th April 2021 with detailed a CV and contactable references to:

The COSATU General Secretary
Email to: khanyisile@cosatu.org.za

Please note that communication will only be made to those who will be short-listed.