



# NATIONAL NEWS FLASH

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NNF 30 of 2023

15 September 2023

## **Post: Provincial Chief Executive Officer (Post No WC/P/PCEO/101)**

**Province: NAPTOSA Western Cape**

**Location of office: Cape Town**

NAPTOSA invites applications from suitably qualified, experienced and motivated persons for the post of Provincial Chief Executive Officer (PCEO): Western Cape. The successful applicant will possess strong organisational and person skills and will identify with the vision of the members of the Union as a whole and the province in particular. The person appointed will be required to provide leadership to the employees as well as to the elected officials of the province and play a leading role in the development and execution of Union policies.

**Description of Post:** The successful person must, *inter alia*,

- Oversee the effective operating of the Union in the province in terms of the Union's Constitution, Rules and Policies;
- Manage the functioning of the office, staff and Union resources;
- Maintain financial oversight and control;
- Oversee Provincial Conference, committee functioning and meetings, and the implementation of decisions;
- Participate in relevant provincial and national structures and provide support to ensure the effective functioning of provincial structures;
- Promote an organisational structure that reflects and protects NAPTOSA's values and encourages effective service delivery;
- Ensure that records are kept and reports are prepared as required;
- Ensure that the province has effective and regular communication with members; write and/or approve material for distribution, including News Flashes, etc.;
- Develop and promote a relevant and meaningful professional development programme;
- Provide a service to members which includes advice and assistance with conditions of service, grievances and disciplinary matters;
- Respond to queries, comment on draft documents, and conduct all official correspondence of the Union in the province;
- Represent the Union at meetings, functions, etc. as required;
- Participate in training and collective bargaining as required.

**Qualifications and requirements:** Applicants must be able to demonstrate/prove:

- Suitable teaching or equivalent qualification(s) of at least REQV 13 (a higher qualification will be an advantage);
- Appropriate and extensive professional and managerial experience in the education sector;
- Appropriate managerial experience in the leadership and/or administration of the Union will be a strong recommendation;
- Sound understanding of, and experience in, financial management;
- Sound knowledge of education in South Africa and of education and labour legislation and policies;
- Excellent command of the English language (written and spoken) and fluency in Afrikaans or one of the African languages prevalent in Western Cape;
- Public speaking ability and experience;
- Computer skills (Microsoft Office Suite);
- Valid driver's licence.

**Remuneration package:** Salary in the range of a Post Level 4, (notch 103-142) NAP-Scale, is applicable; the starting salary within the range will be established taking into account the complexity of the post in this province and the qualifications and experience of the successful applicant. Benefits include a 13<sup>th</sup> cheque, compulsory membership of an approved pension fund and medical-aid contribution, housing allowance, generous car allowance, and a comprehensive leave allocation.

**Information:** A detailed description of the post is available from the Executive Director, NAPTOSA – Tel 012 324 1365, or by email ([basilm@naptosa.org.za](mailto:basilm@naptosa.org.za)). **The date of appointment will be 1 January 2024;** an earlier appointment may be approved if a mentorship period under the current PCEO is deemed desirable.

**Applications:** An application must include a **covering letter, a certified copy of your Qualification and the completed Employee Profile Form (CV)** attached hereto, populated with information relevant to this post only.

Applications clearly marked "**Application: Post WC/P/PCEO/101**", must be e-mailed to the PA of the Executive Director, NAPTOSA, at [executivepa@naptosa.org.za](mailto:executivepa@naptosa.org.za).

Please note that no faxed, posted or hand-delivery application will be accepted (e-mail only). By applying for this post, you agree to NAPTOSA processing your personal information in terms of the POPI Act. Please refer to the privacy notice on our website at [www.naptosa.org.za](http://www.naptosa.org.za).

**Applications must be received by 16:00 on Friday, 6 October 2023**

NAPTOSA reserves the right not to fill this post



Scan the QR Code to download and complete the EPF/Application Form electronically (It is recommended that the latest version of Adobe be used).