



## Newsflash 41 of 2019 (8 July 2019)

Dear members

Please see below, a newsflash from NAPTOSA national office, advertising the post of PCEO, NAPTOSA Western Cape.

Kind regards,

**GAYLIN BOWLES**

**PROVINCIAL CHIEF EXECUTIVE OFFICER**

## NAPTOSA NATIONAL

1 July 2019

NNF 35 / 2019

### **Advertisement of 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.

*Let us serve education and each other with dignity*

#### **Office bearers**

Chairperson: Mr Thabo Manne

Deputy Chairperson: Marthi van der Walt

Vice Chairperson: Mrs Victoria Kekana

#### **Contact details: NAPTOSA Gauteng**

NAPTOSA Gauteng House, 46 Restanwold Drive, Saxonwold, Johannesburg

PO Box 1309, Houghton, 2041

Tel: 011 486-1256 Fax: 011 486-2899 e-mail: [infogauteng@naptosa.org.za](mailto:infogauteng@naptosa.org.za)

**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, P4 Principal (notch 159 - 218), 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 2020;** an earlier appointment may be approved if a mentorship period under the current PCEO is deemed desirable.

**Applications:** An application should include a covering letter, a CV of no more than 5 pages containing relevant information only, and the names and contact details of 3 referees. Applications, clearly marked “**Application: Post WC/P/PCEO/101**”, must be e-mailed to The Executive Director, NAPTOSA, at [basilm@naptosa.org.za](mailto:basilm@naptosa.org.za).

**Applications must be received by 16:00 on Tuesday, 30 July 2019.**

NAPTOSA reserves the right not to fill this post

**B L MANUEL  
EXECUTIVE DIRECTOR**

---

*Let us serve education and each other with dignity*

**Office bearers**

Chairperson: Mr Thabo Manne  
Deputy Chairperson: Marthi van der Walt  
Vice Chairperson: Mrs Victoria Kekana

**Contact details: NAPTOSA Gauteng**

NAPTOSA Gauteng House, 46 Restanwold Drive, Saxonwold, Johannesburg  
PO Box 1309, Houghton, 2041  
Tel: 011 486-1256 Fax: 011 486-2899 e-mail: [infogauteng@naptosa.org.za](mailto:infogauteng@naptosa.org.za)