

Advertisement for position: Full-time Shop Steward (FTSS) in PHSDSBC - Northern Cape

The PSA in the Northern Cape herewith invites applications from PSA shop stewards from all Departments falling under the PHSDSBC. The position is regulated by PHSDSBC Resolution 3/2011. The term of release for the successful shop steward is a term of three years and can be extended by another term, subject to the Branch's approval. The Northern Cape PHSDSBC will hold a meeting on 11 March 2026 to attend to, amongst others, the nominations and election of the FTSS as per *PSA Statute*. Interested shop stewards must send their CVs to nossy.mokitimi@psa.co.za on or before close of business (**16:00**) on **5 March 2026**.

Requirements

- Be employed in a permanent capacity in the Northern Cape Province.
- Be a PSA member in good standing.
- Not having 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