



## **GENERAL SECRETARY**

**(Johannesburg)**

### **Detailed Job Description**

#### **ROLES OF GENERAL SECRETARY**

As executive head reporting to the National Executive Committee of the Federation, the General Secretary shall provide strategic direction and be the official spokesperson of the Federation, be it to the media or in official communication. He / she shall represent the Federation at national and international forums, while networking and forging strategic partnerships for the Federation.

He / she shall maintain good relationships with Affiliates of the Federation, while also focusing on recruiting new Affiliates to the Federation. The General Secretary shall raise funds for the Federation and have an overall oversight role over all functions within the Federation

The General Secretary is also responsible for establishing and executing major goals and objectives for the Federation and on the directive and input from the Congress, National Executive Committee and Management Committee, he/she shall:

- Implement policies;
- Provide leadership, direction and guidance of the Federation's activities;
- Analyse and evaluate the effectiveness of all organizational operations;
- Develop and maintain organizational structure and effective personnel;
- Coordinate major activities through subordinates and appraises assigned personnel;
- Represent the Federation on statutory bodies, other agencies, community and civic organizations, donors, funders and supporters, and the general public.
- Ensure the financial soundness of the Federation

## **REQUIREMENTS:**

- Completed a recognised Honours degree
- Masters / MBA qualification will be desirable
- At least 15 years of experience of which at least 5 recent years' experience within a leadership capacity
- Experience within Trade Union Environment at Senior Level will be an advantage
- Proven experience of representing organisations at high level structures
- Proven Experience in handling press and communicating impromptu on different media platforms
- Excellent knowledge of labour relations and applicable legal frameworks
- Proven Record of relationship building

## **PERSONAL SKILLS AND ATTRIBUTES:**

- Positive, Confident, motivated and disciplined
- A team player
- Able to work independently
- Attention to detail
- Effective time-management
- Proactive attitude
- Interpersonal communication skills
- Planning and administrative skills
- Sound Values