

Collective Bargaining Agreement: Employment Council for the
Leather and Footwear, Sports Equipment, Animal Skin Processing
and Taxidermy, Leather Goods, Travel and Canvas Goods
Manufacturing Industries

IT is hereby notified that the Minister of Public Service, Labour and Social Welfare has, in terms of section 80(1) of the Labour Act [Chapter 28:01], approved the publication of the Collective Bargaining Agreement which was registered in terms of section 79 of the Labour Act [Chapter 28:01].

The agreement is amended by the repeal of the First Schedule, Second Schedule, Third Schedule, Fourth Schedule, Fifth Schedule and Sixth Schedule and the substitution of—

“SCHEDULE
NEW GRADING

JOB TITLE	DESCRIPTION	GRADE
Leather Shoe Production		
Grade A1		
Operator entry level	General Operator joining the organisation at entry level. Correct grade given 3 months on-job training.	A1
Hand Marking	Marking margins to guide operators for sole attaching or stitching	A1
Sole preparator	Removing oils and dirty on soles preparing for adhesion	A1
Off Lasting	Removing the shoe from the last	A1
Trimming	Removing excess material from soles or from injection products	A1
Conveyor Loading	Loading work on the conveyor guided by the production plan	A1
Socking	Fitting socks into shoes	A1
Shoe Cleaner	Removing dirty marks from the shoes	A1
Shoe Polishing	Hand polishing of shoes	A1
Lacing	Putting laces on the shoes	A1
Bundling/binding/ Packing	Packing soles or products into specified quantities	A1
Edge Staining	Painting on shoe edges to return original colour after cleaning	A1
Edge Cleaning	Cleaning dirty marks after bracing	A1
Distribution	Moving shoes or products from one section to another	A1
Grade A2		
Marking	Putting markings on leather upper material to guide stitchers	A2

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Separate lining/socks	Separating lining/socks for next processing like stamping	A2
Stamping	Stamping shoe size, department, plan number and design number	A2
Cement folding	Applying rubber solution and fold to shape the upper	A2
Sorting lining	Arranging and prepare corresponding linings to leather uppers	A2
Intacking	Joining the vamp to the quarters of the shoe	A2
Skiving	Reduce the thickness on leather edges to allow for stitching or folding	A2
Insole attaching	Attaching the insole to the last	A2
Applying toe puffing	Maintain the form of the shoe to provide shape of shoe	A2
Bottom Roughing	Removing all grain and dirty to prepare for adhesion	A2
Cementing	Applying cement on the sole or shoe to prepare for adhesion	A2
Packing and checking of soles	Pack completed soles and check quality	A2
Sole preparation	Prepare soles for adhesion	A2
Counter moulding	Providing shape on the back part of the shoe	A2
Mopping/burnishing	Final application of polish on a shoe	A2
Box forming	Building packaging boxes for delivery of shoes	A2
Sweeper/Cleaner	Cleaning the floors	A2
Grade A3		
Cutting PVC Lining/ Beam Press	Cutting shoe linings using beam press	A3
Delivery	Put bar-codes and write size assortment as per plan and prepare delivery notes	A3
Claim messenger	Processes claim returns	A3
Edge folding	Folding of shoe component edges by hand or machine	A3
Vamping	Attaching the vamp to the quarter	A3
Laminating	Attaching components for upper material or linings	A3
Eye letting	Putting eye leads on shoes	A3
Close buckle	Inserting straps to buckles	A3
Cementing for vamping	Preparing vamps and lining for adhesion	A3
Cementing upper	Prepare uppers for adhesion with quarters	A3
Side lasting	Lasting by hand of the upper on the last	A3
Pressing	Pressing shoe upper to the sole by machine	A3
Insole stitching	Stitching sock on shoes as per markings	A3

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Packing	Putting shoes into boxes	A3
Dressing	Spraying damaged shoe edges using hand spray	A3
Grade B1		
Cutting	Cutting upper components, insoles and linings as per production plans	B1
Stitcher	Operating the stitching/sewing machine	B1
Clicking Machine Operator	Operate clicker to cut shoe components	B1
Marking Machine Operator	Mark lines for cementing shoe guidelines	B1
Embossing machine Operator	Stamping by branding using embossing machine	B1
Skiving machine Operator	Reducing thickness on leather edges and preparing for folding/stitching	B1
Injection Moulding Machine Operator	Operate injection moulding machine	B1
Wall stitching Operator	Stitching using machine	B1
Granulation machine operator	Operate granulator to process used rubber	B1
Scouring Machine Operator	Reduce sole size to specified standard size	B1
Toe Laster	Lasting of shoes by hand or machine	B1
Auto gally Machine Operator	Pressing shoes for shaping	B1
Quality checker	Inspecting quality	B1
Recording and Issuing	Receives and records leather stocks and distribute as per production plan	B1
Production Clerk class 3	Processing production clerical work by booking requests and plans	B1
Grade B2		
Claims Clerk	Receives claims and returns and process them	B2
Cutter guide	Cutting guider in product development	B2
Production clerk class 2	Responsible for writing production plans and prescriptions. Order materials, typing and printing	B2
Grade B3		
Keyhand	Operator skilled with all skills in the department's operations	B3
Sample Stitcher	Stitches shoe samples	B3
Grader	Grading leather quality for use	B3

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Issuing Chemical	Receives and issue chemicals as per daily requirement	B3
Grade B4		
Production clerk class 1	Responsible for writing production plans and prescriptions. Order materials, typing and printing	B4
Grade B5		
Production Supervisor	Conveyor supervisor responsible for marking register and supervising employees	B5
<u>PART 2: TANNERY</u>		
Grade A1		
Operator entry level	General Operator joining the organisation at entry level. Correct grade given 3 months on-job training.	A1
Grade A2		
Sweeper/Cleaner	Floor cleaning and rest rooms	A2
Toggling hand operator	hand toggling of leather and stretching	A2
Tanning helper/Sun dry	Performing general work by putting wet leather on the sun	A2
Grade A3		
Buffing machine assistant	Receiving buffed leather coming out from the machine	A3
Trimmer (wet blue/dried leather)	Removing unwanted trimmes on the leather	A3
Efluent plant cleaner	Cleans drains and surroundings	A3
Vacuum drier operator	Slicking and stretching of leather preparation for vacuum drying	A3
Rolling machine operator	Receiving leather during roller coating after pigment application	A3
Loader	Loading wet blue hides on the spliting work-bench	A3
Loading/Offloading	Loading and offloading of hides into drums	A3
Receiver (hand spray)	Receive sprayed material after pigment application	A3
Sammying Machine operator	Operating the sammying machine	A3
Splitting checker	receives and check the splitted material	A3
Setting machine operator	loading and stretching of hides using setting machine	A3
Stacking machine operator	Loading and flexing/softening leather fibres	A3

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Mostadini machine operator	Using mostadine machine to create prints on leather and improve flatness	A3
Operator Kombi press	Plattng leather to create prints and improve flatness	A3
Operator Dry milling drums	Operate drums for softening of sued leather and checking quality	A3
Grade B1		
Shaving machine operator	Operates shaving machine to smoothen and level thickness of leather	B1
Fleshing machine operator	Removes unwanted fleshs on the hides	B1
Buffing machine operator	Operates buffing machine to smoothen the leather	B1
Roller coater machine operates	Performs pigment application on leather	B1
Chemical/Pigment preparation	Prepares, mix and finish pigment for use	B1
Hand spray operator	Apply pigment on leather using hand spray	B1
Operator Poletto Spray	Apply pigment on leather using machine	B1
Effluent Plant Attendant	Mixing of chemicals and treat effluent water	B1
Operator Splitting machine	loading wet blue hides for splitting and operate splitting machine	B1
Splitting Machine Operator	Reducing thickness to required thickness	B1
Grade B2		
Tannery Clerk class 2	Measuring finished leather and record production yield	B2
Pigment mixer	Mixing and blending chemicals and color pigments to ensure conformance to requirements	B2
Grade B3		
Keyhand	Operator skilled with all skills in the operations	B3
Retanning operator	Loading wet blue leather for processing and does retuning by adding a necessary chemicals according to the recipe	B3
Wetblue Grader	Selecting and grading wet blue hides and classify according to quality	B3
Soaking and Liming	Loading of raw hides and processing using chemicals to remove hairs	B3
Tanning Drum Operator	Loading chemicals and processing of hides during tanning	B3
Chemical weigher	Prepares all chemicals for tannery and deliver for use	B3

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Grade C1		
Assistant Supervisor	Assists in planning, organising work flow and monitoring employee productivity	C1
Grade C3		
Supervisor	Planning, organising work flow and monitoring employee productivity	C3
<u>PART 3A: RUBBER FACTORY MIXING, MILLING,BOTTOM MANIPULATION</u>		
Grade A1		
Entry level operator	General Operator joining the organisation at entry level. Correct grade given 3 months on-job training.	A1
Cleaning shoes	Removing dirty marks from the shoes	A1
Hammering	Using hand hammer to finish heel lasting	A1
Cementing foxing	Applying cement on the foxing for adhesion	A1
Cementing Socks	Applying cement on the sock for adhesion	A1
Preparing labels	Selecting good labels from bad ones	A1
Fitting stickers	Putting size stickers on shoes and bar codes	A1
Cementing soles	Applying cement on soles using a brush	A1
Transferring	Collecting shoes or components from one operating area to another	A1
Benzining	Applying benzine on the shoe for it to adhere and remove stains from the foxing	A1
Bevel Helper	Assisting bevel cutter by picking and sorting sizes of soles	A1
Preparation and cementing foxing	Selecting good foxing from bad ones and apply cement for adhesion	A1
Fitting sock/sponge	Putting the sock inside the shoe	A1
Helper Sole stretching	Assisting in stretching soles	A1
Preparation of trolleys	Moving trolleys from one area to another	A1
Weigh blanks	Weighing blanks on the scale	A1
Combining	Joining textile	A1
Joining foxing	Bonding foxing to adhere to the rubber	A1
Offlasting	Removing the complete shoe from the last	A1
Fitting foxing	Joining the sole and the upper manually	A1
Cleaning lasts	Removing dirty marks from the lasts	A1

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Foxing helper	Assisting foxing operator by receiving foxing	A1
Marking shoes	Marking shoes for Deeping shoes in adhesive	A1
Box forming	Molding boxes for putting shoes	A1
Cementing insoles/ Bondex	Preparation and cement bondex for adhesion or constructing the shoe	A1
Hand stamping	Stamping size of the shoe and plan numbers	A1
Hand marking	Draw line to indicate were stitchers should follow	A1
Trimming	Removing/cutting off overlapping materials on the shoe	A1
Grade A2		
Sweeper	Cleaning the floors and work station	A2
Preparing Dividers	Inserting dividers in boxes to create compartments	A2
Screening socks	Cementing shoe size stickers	A2
Assistant operator/ mill helper	Helping main operator on a mill/machine	A2
Cementing Insoles	Applying cement on insoles and attaching to the shoe	A2
Insock fitter	Putting sock in the shoe	A2
Bending toe area	Molding the toe area of the shoe	A2
Fitting soles	Fitting soles on to the shoe	A2
Cementing uppers	Applying latex on the upper for it to adhere to the bondex	A2
Fitting inside foxing	Gap filling before putting the actual foxing	A2
Preparing lasts	Sorting out last sizes	A2
Rolling foxing (bottom-upper)	Combining sole and the foxing for adhesion	A2
Fitting toe cap	Putting some metal/rubber material on the upper	A2
Repairing shoes	Repairing of damaged shoes	A2
Folder	Folding upper edges by hand/machine	A2
Pressing soles	Sticking the sole and the upper to promote adhesion	A2
Grade A3		
Toe laster	Molding the front part of the shoe by hand/machine to take shape	A3
Packer	Putting shoes in boxes for delivery	A3
Roughening	Smoothing sole edges and prepare for adhesion	A3
Checker	Inspecting quality of the shoe	A3
Side lasting	Putting together the upper and the bondex	A3
Hand clicker	Cutting soles from rubber sheets	A3
Foxing extruder	Loading rubber into a machine to produce foxing	A3

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Mixing cement	Preparing cement for use	A3
Pulling over shoes	Joining the upper to the bondex	A3
Sole stretching	Preparing rubber sheets for soles	A3
Grade B1		
Pressing machine operator	Pressing soles using a machine	B1
Vulcanising boiler operator	Operating vulcanizer which harden canvas shoes	B1
Hand roller operator	Using rollers to finish and repair for adhesion	B1
Milling machine operator	Mixing rubber compounds with a milling machine	B1
Bevel Operator/cutter	Operator of the bevel to cut bondex	B1
Mastication Operator	Mixing compounds and operate machine	B1
Latex attender	Receiving latex, mixing and finalising latex preparation for use	B1
Chemical preparation	Mixing chemicals to prepare for use	B1
Quality Checker	Checking shoe quality	B1
Laboratory assistant	Mixing cement compounds and preparations	B1
Grade B2		
Stock taking	Counting shoes, verification and prepare reports	B2
Production Artist	Performs sign writing on products and logo	B2
Grade B3		
Keyhand	Operator skilled with all skills on the conveyor	B3
Grade B4		
Production clerk class 1	Responsible for writing production plans and prescriptions. Order materials, typing and printing	B4
<u>PART 4F: GENERAL,SUPPORTING AND ADMINISTRATION</u>		
Grade A2		
Security/loss control	In-house security services and guarding property, premises and goods	A2
Gardener/Cleaner	Cleaning of facilities, grounds, offices and premises	A2
Messenger/Cleaner	Office cleaning and messenger duties	A2
Grade A3		
Security corporal	Supervising junior security/Loss Control staff	A3

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Senior cleaner/ Gardener/Messenger	Cleaning, gardening	A3
Caretaker	Taking care of specified area or facilities	A3
Grade B1		
Senior Caretaker	Taking care of premises, building or facility from gardening to safety of property	B1
Clinic Clerk Class 3	Registering patients, filling records, receiving incoming calls, dispatch mails and stock taking	B1
Grade B2		
Loss Control sergeant	Supervision of security guards	B2
Grade B3		
Pool attendant	Maintaining a safe and clean pool area	B3
Kitchen waiter	Taking customer orders and delivering food and beverages	B3
Grade B5		
Laboratory Assistant	Assisting the laboratory technician with mixing chemicals and testing compounds	B5
Grade C1		
Data capturing Officer (Merchandise)	Data capturing of stocks levels and sales statistics from shops using a computer	C1
Production Data Capture	Responsible for data capturing of production figures	C1
Import orders coordinator	Responsible for tracking, following up order consignments for shoe collections	C1
Retail Display Supervisor	Carry out retail display functions, in coordinating materials and supervise junior staff	C1
Distribution Data Capture	Data capturing of distribution stocks on received items and dispatches using a computer	C1
Human Resources Assistant	Assist in typing, clerical work, completing registers, book HR information for generation of reports	C1
Security Officer	Responsible for reducing theft and shrinkages of company assets by implementing security systems and procedures	C1
Production Team Leader	Responsible for provision of work and supervision of process and subordinates	C1
Stockkeeper	Receiving and controlling goods in stock	C1
Receptionist	Manning the reception area, receiving and directing incoming and outgoing calls and filling documents	C1
Ass Distributor Merchandising	Assist in assessing shop needs as per order against available stocks	C1
Motor mechanic	Attending to breakdown, repairs and servicing of cars, forklift and other relevant machines	C1

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Distribution Receiving Officer	Receiving of merchandise from factories and booking stocks	C1
Administration Assistant		C1
Departmental Secretary	Maintaining superior's diary, manning reception area clerical work, typing, booking and receiving incoming and outgoing calls	C1
Graduate Trainee	Trainees in areas of specialisation, performing all officer functions in the department	C1
Grade C2		
IT Support Officer	Providing IT support in systems updates, software assistance, ensure IT services are all in working order	C2
Bookkeeper	Responsible for all accounting bookings, reconciliations, reports and balancing stocks	C2
Web and Social Media coordinator	Provide IT support by setting up social media platforms, create and design websites, advert materials, and update software	C2
Quality controller	Involves checking the product quality against the set standards in the technical procedure manual	C2
Wages Assistant	Inputting wages data in the payroll, processing wages and printing ledgers	C2
Credit Controller/ Cashier	Check movements of goods in and out of the company, keeping of company petty cash, check cash documents whether they meet the standard and payment of	C2
Accounts Assistant	Perform accounts functions given by Accountant involving process payments, booking payments, reconciliation, manage accounts, prepare reports	C2
Receiving and Issuing Assistant	Receives stocks, booking the stocks and issue out as per order following standards given	C2
Data Input Officer	Capturing information in a computer	C2
Stores controller	Control stocks, manage all stocks levels, report balances, supervise stock-keepers.	C2
Senior Secretary/ Confidential Sec	Performing personal assistant duties, typing, keeping dairy, book meeting, functions, organise event working in highly confidential offices like MD or FD	C2
Work Study Officer	Calculation of labour costing, setting output targets, advising on planning and checking payroll inputs, inputting payroll data, processing wages, checking information accuracy, verify head counts, generation new information as per standing requests	C2
Grade C3		
Buyer, Purchasing and Logistics	Identifying suppliers, purchasing raw materials, preparing orders, costing raw materials and negotiate prizes	C3
Systems Administrator	Install, upgrade and monitor software and hardware, maintaining operating systems business applications, security tools, web servers, email and networking	C3

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Buyer shoe collection	Identifying customer needs, investigate fashion trends, attend buying conferences, select and buy shoes, request designs and models to be made	C3
Costing Officer	Determining the quantities of raw materials and costing the same. Cost the production cycle and calculate overhead recoveries	C3
Safety Officer	Implement company safety policy and environmental policy, set safety requirements and standards, liaise with regulatory bodies	C3
Graphics designer	Job involves designing marketing adverts, materials, documents, posters. Designing of shop layouts, interior designs and arrangements	C3
Efficiency Officer	Maintenance of high level productivity in all production functions, control wages, grades, production planning and calculate labour costs	C3
Merchandising Officer	Displaying and monitoring products movements, production plans, perform business analysis and recommend production planning	C3
Distribution Officer Merchandising	Assess shop needs as per order against available stocks, direct and supervise distribution of shoes to shops	C3
Grade C4		
Senior Shoe designer	Development of shoe samples, shoe sketching, patterns and solving production issues	C4
Occupational Health Nurse	Provide occupational health services by treating patients, attend to injuries, and carrying out preventive measures to curb occupational health diseases	C4
Production Foreman	Daily planning of work, supervise sections, training operators, oversee smooth operations of machines, equipment and human personnel	C4
Accountant	Provides financial information to management by researching and analysing accounting data, preparing reports, documenting financial transactions by entering account information.	C4
Export Coordinator/ Officer	Coordinates exports and linking with international markets	C4
Grade C5		
Production Planner and OTB	Responsible for planning production manufacturing, decide products to be made, come up with quantities after assessment of availability of raw materials and demand of product	C5
Sister in Charge	Head of the clinic, provide occupational health services by treating patients, attend to injuries, and carry out preventive measures to curb occupational health diseases	C5
Group Foreman	Head of more than one production sections, Daily planning of work, supervise sections, training operators, oversee smooth operations of machines, equipment and human personnel	C5

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Wages Officer	Inputting payroll data, processing wages, checking information accuracy, verify head counts, generating new information as per standing requests	C5
<u>PART 6: DISTRIBUTION, WAREHOUSING AND PACKING</u>		
Off-loading conveyer	Receiving shoes from production departments and offload	A1
Sorting	Arranging of shoes according to customer requirements	A1
Weighing cartons	Weighing cartons and taking recordings on the scale	A2
Carton sealing	Put seals on cartons ready for dispatch	A2
Mending	Repairing broken cartons	A2
Packer	Packing items in containers	A3
Recording and filling	Recording received items and filling records	A3
Checker	Checking and ensuring that correct items are distributed	A3
Mending and sorting	Repairing and sorting items	A3
Supplier	Performs order pickings as per shop orders and supply for distribution	B1
Distribution Clerk class 3	Consolidating distribution centre data from receiving to dispatch	B1
Distribution Centre Clerk class 1	Consolidating distribution centre data from receiving to dispatch	B4
Distribution Supervisor	Marking of register and supervision of employees	B5
<u>PART 6: ENGINEERING AND TECHNICAL SUPPORTING</u>		
Grade B2		
Forklift driver	Operates the forklift	B2
Driver	Drives vehicles	B3
Assistant painter	Help painters in painting and carry instructions as given by the painter	B4
Grade B5		
Engineering worker (class 1)	Assistant to technical professionals in engineering	B5
Fire brigade and charge-house attendant	Maintain emergency preparedness and response procedure on fire outbreak	B5
Grade C1		
Electrician class 2	Performs routine and minor electrical faults attendance	
Fitter Class 2	Attending to breakdowns maintenance of machines	C1

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Company chauffeur	Driver responsible for driving executives	C1
Welder	Responsible for welding operations	C1
Painter	Responsible for painting	C1
Engineering worker (class II)	Performs all the operations of engineering workers, dismantling and assembly of machinery, under supervision	C1
Leading hand/key hand	Operator skilled in all operations of the department	C1
Heavy vehicle driver	Drives heavy vehicles Class 1 and 2	C1
Fitter Class 2	Responsible for studying blueprints, plans, drawings to be able to construct, assemble, manufacture and fit parts of different types of machinery under supervision	C1
Motor Mechanic class 2	Attend to breakdowns, maintenance, servicing vehicles under supervision	C1
Motor mechanic class 1	Attend to breakdown, maintenance, servicing vehicles and fixing repairs	C2
Electrician class 1	Responsible for electrical breakdown and electrical installations and preventive maintenance and supervision of subordinates	C2
Sewing machine mechanic class 1	Attending to breakdowns, carry out maintenance work and installation of machines	C2
Plumber class 1	Responsible for repairing plumbing damages, cleaning systems, and attend to plumbing faults	C2
Fitter/Machinist class 1	Carry out plant maintenance, repairs, provide technical support and assistance with machinery	C2
Carpenter class 1	Carpentry repairs and building	C2
Fitter Class 1	Responsible for studying blueprints, plans, drawings to be able to construct, assemble, manufacture and fit parts of different types of machinery	
Assistant supervisor	Supervise employees to help ensure efficiency and productivity, perform administrative tasks under the guidance of the Supervisor, such as documenting procedures and creating guidelines.	C2
Bus driver (class I)	Drives staff bus	C2
Clerk (class II)	Performs clerical work, recording	C2
Engineering worker (class 1)	Performs all operations of engineering workers and complex tasks such as dismantling and assembly of machinery, without direct supervision	C2
Clerk (class 1)	Performs all clerical work and supervises the work of such clerks or is engaged in interdepartmental book-keeping	C2
Supervisor	Supervise employees to help ensure efficiency and productivity, perform administrative tasks, such as documenting procedures and creating guidelines.	C3

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Engineering Foreman	Daily planning of work, supervise engineering sections, training operators, oversee smooth operations of machines and equipment	C4
Leather Goods Manufacturing Sector		
Grade A1		
Cleaner of Handbags/ briefcases/gloves/ jackets/belts	Removing dirty marks from bags and gloves, jackets, belts and other leather accessories	A1
Grade A2		
Assembler	Assembling of hand bags, briefcases, luggage, jackets, gloves, belts and other accessories	A2
Stores and factory runner	Provides support by delivering goods to and from stores and factory	A2
Cleaner	Ensuring that toilets and factory are clean and free from dirt	A2
Tea maker	Prepares and serves tea	A2
Finishing and packing on all items listed above	Ensuring that goods are sorted and packed correctly	A2
Turning gloves by machine.	Uses machine to turn gloves	A2
Cutters of Jackets, handbags, small accessories, gloves, belts, etc	Cuts pieces by hand or machine according to preset patterns	A2
Cook	Prepares food for staff	A2
Handbag framing	Putting frames to handbags	
Tailors for all listed above	Stitching together pieces as per set patterns and designs	B1
Grade B1		
Sample maker	Making samples of designs	B1
Checker	Checks and ensures quality standards are met	B1
Grade B2		
Charge hand in any section	Is knowledgeable in all operations of the department	B2
Shop salesman assistant	Assist the salesman in selling merchandise	B2
Stores clerk	Performs clerical work	B2

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Grade B3		
Costing clerk	Is involved in processing, maintaining and analysing data used for costing determinations and financial reports	B3
Driver class 4	Drives light vehicles	B3
Shop salesman	Ascertains what each customer wants or needs, open and close cash registers	B3
Grade B5		
Assistant Supervisor	Ensuring that work tasks are performed by each employee	B5
Bus Driver (Class 1)	Drives Staff Bus	C1
Grade C3		
Supervisor	Ensuring that work tasks are performed by each employee	C3
TRAVEL GOODS (NON LEATHER)		
Grade A1		
General Labourer	Performs general routine tasks e.g. applying glue by brush or machine, applying lining, folding by hand or machine, glue mixing, gluing together all types of material by hand or machine	A1
Marking by hand or machine	Markings margins to guide operators for cutting or stitching	A1
Packer and cleaner	Packs goods and cleaning duties	A1
Stapling-machine operator	Operates a stapling machine, joining parts	A1
Trimming	Removing excess/unwanted materials	A1
Fittings Collector	Collects fittings	A1
Frame joiner	Involved in joining frames	A1
Sealing machine operator	Involved with operating a sealing machine	A1
Assembler	Involved in assembling parts	A1
Grade A2		
Bending machine operator	Operates a bending machine	A2
Clicking press operator	Operates a clicking machine to cut to required size	A2
Doorstop forming machine operator	Operates a doorstop forming machine	A2
Fixing and fittings machine operator by hand or machine	Putting fittings by hand or machine i.e. Handles, locks, decorations, press, fasteners, metal edging etc	A2

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Flatbed sewing machine operator	Operates a flatbed sewing machine	B1
Frame covers	Involved in inserting frame covers	A2
Hand cutting	Performs work of cutting items/fittings by hand	A2
Hand or foot guillotine operator	Operates a guillotine machine	A2
Ironing and winding machine operator	Operates an ironing or winding machine	A2
Wrapping machine operator	Operates a wrapping machine	A2
Horizontal circular saw machine operator	Operates a horizontal circular saw machine	B1
Sand paper machine operator	Operates a sand paper machine	A2
Goods receiving assistant	Assist in receiving of goods	A2
Drilling machine operator	Operates a drilling machine	A2
Packer	Packs goods and put in in storage containers	A2
Sorter	Arranging goods according to size and style	A2
Dye mixture (plastic)	Mixing dye pigments to the required standards	A2
Hand stitcher	Involved in stitching together items by hand	A2
High frequency plastic welding machine operator	Operates a high frequency plastic welding machine	A2
Moulding press operator	Operates a moulding pressing machine	A2
Notching operator	Operates a notching machine	A2
Punching machine operator	Operates a punching machine	A2
Riveting by hand or machine	Operates a riveting machine to join together adjoining edges of parts and assembles using reverts by hand or machine	A2
Section rolling machine operator	Operates a section rolling machine	A2
Slitting machine operator	Operates a slitting machine	A2
Stapling machine operator (pneumatic)	Operates a pneumatic stapling machine	A2

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Steaming bending and cutting plywood	Involved in steaming and bending and cutting plywood	A2
Stores assistant	Assist the stores man in keeping stocks and arranging goods	A2
Turning of bags	Involved in turning bags	A2
Grinding machine operator (plastic)	Operates a grinding machine	A2
Press machine operator	Operates a press machine	A2
Messenger	Performing messenger duties	A2
Plastic moulding machine operator	Operates a plastic moulding machine	A2
Grade A3		
Bar rack machine operator	Operates a bar rack machine	A3
Board cutter bay band saw (band saw powered by an electric motor or not more than 1.2 kilowatts)	Operates a board cutting machine	A3
Chain stitching machine operator	Operates a chain stitching machine	B1
	Organises and monitors workload of other workers and ensures that every member does their job correctly	A3
Clicking knife maker's assistant	Assist the artisan during work assignments	A3
Corner stitching machine operator	Operates a corner stitching machine	A3
Deep draw moulding machine operator	Operates a Deep-draw moulding machine	A3
Elasticating machine operator	Operates a machine that fits elastics	A3
Gatekeeper	Responsible for manning the gate	A3
Handbag framing machine operator	Operates a handbag framing machine	A3
Over lock machine operator	Operates an overlocking machine	A3
Piping machine operator	Operates a piping machine	A3
Post and cylindrical sewing machine operator	Operates a post cylindrical sewing machine	A3

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Power operated riveting machine operator	Operates a power riveting machine	A3
Rotary cutter operator	Operates a rotary cutting machine	A3
Straight knife cloth cutting machine operator	Operates a straight knife cloth cutting machine	A3
Stretch bender operator	Operates a stretch bender machine	A3
Vacuum coating machine operator	Operates a vacuum coating machine	A3
Vacuum forming machine operator	Operates a vacuum forming machine	A3
Vanity case framing machine operator	Operates a vacuum forming machine	A3
Welding electrode maker's assistant	Assist the electrode welding maker	A3
Zip tape cutter	Cutting zip tape to correct size	A3
Webbing/cutting machine operator	Operates a webbing/cutting machine	A3
Sleeve/frame bender	Operates a sleeve/frame bending machine	A3
Embroidery machine operator	Operates an embroidery machine	A3
Sample control recorder	Responsible for controlling and recording samples	A3
Shop attendant	Attends to customers at the shop	A3
Stores issuer	Issues materials from the store room	A3
Circular saw machine operator	Operates a circular saw machine	A3
Production clerk	Responsible for writing production plans ,order materials, typing and printing	A3
Skiving machine operator	Operates a skiving machine to reduce the thickness on edges to allow for stitching by machine	A3
Assistant to charge hand	Assist the Charge hand	A3
Grade B1		
Charge hand	Organises and monitors workload of other workers and ensures that every member does their job correctly in the following departments-finishing, fixing and fittings, framing, notching and bending, preparation and packing	B1

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Making of clicking knives and welding electrodes	Involved in making clicking knives, welding electrodes	B1
Head corner stitching machine	Operates a head corner stitching machine	B1
Machine setter	Operates a machine setter	B1
Spray dyer	Operates a spray dyer	B1
Store man	Operates as a storeman	B1
Quality checker	Checks the quality of products before packing and dispatching	B1
Grade B2		
Fork lift driver	Drives and operates forklift	B2
Clerk (class III)	Involved in office work such as writing, filling using computer	B2
Planner/marker	Involved in planning and marking	B2
Grade B3		
Assistant supervisor (handbags, suitcases and travel bag departments)	Assist the Supervisor in the following departments-handbags, suitcases, travel bag	B3
Clerk (class II)	Engaged in wages preparation, or routine posting from a book or source of original entry to a ledger or book of record	B3
Crane driver	Drives and operates a crane with overhead of up to 3000 kilogrammes	B3
Driver Class 2	Drives heavy vehicles	B3
Machine mechanic	Involved in attending to breakdowns, maintenance, servicing of machines	B3
Handyman	Handyman in the following departments-machinists, fitter, carpentry, maintenance, building, welding, electrical	B3
Grade B4		
Clerk (class I)	Means an employee who can perform all the tasks of a clerk and supervises other clerks	B4
Designer: bags and travel goods	Involves designing of bags and travel goods	B4
Salesman	Involved in marketing of manufactured goods and sales	B4
Receiver-material from factory, counts, sets in colours and sizes ready for production	Involved in receiving materials from factory, counts, sets in colours and sizes ready for production	B4
Supervisor	Ensures that work tasks are performed by each employee	C3

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FOOTBALL AND CRICKET BALLS DEPARTMENT		
Grade A1		
General labourer	Involved in general work such as pumping football, stamping, screening balls, waxing twine	A1
Grade A2		
Stitcher	Involved in stitching leather panels to complete footballs and cricket balls	A2
Grade A3		
Cutter	Involved in cutting and stamping cricket balls by hand	A3
Football stitcher (class 1)	Involves stitching the following by hand or machine-football, cricket balls	B1
Toggling	Involves toggling football leather	A3
Grade B1		
Clerk (class III)	Involved in office work such as writing, filling using computer	B1
Leading hand	Operator skilled in all operations of the department	B1
Key hand	Operator skilled in all operations of the department	B1
Grade B4		
Clerk (class II)	Is engaged in wages preparation or routine posting from a book or source of original entry to a ledger or book of record or making entries in sales, purchases or similar journals, and balancing such journals	B4
Supervisor	Ensures that work tasks are performed by each employee	C3
<u>NETS DEPARTMENT</u>		
Grade A1		
General Labourer	Involved in general work	A1
Grade A2		
Net binding by machine	Involves net binding by machine	A2
Hand weaving nets	Involves weaving nets by hand	A2
Fitting pool (net department)	Involves fitting of pool in the net department	A2
Grade B3		
Leading hand	Operator skilled in all operations of the department	B3
Grade C1		
Supervisor	Ensures that work tasks are performed by each employee	C3

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GOLF DEPARTMENT		
Grade A2		
Golf club making	Involves golf club making	A2
Combing sisal, sanding cutting	Involves combing of sisal, sanding and cutting	A2
Moulding of dart boards	Involves moulding of dart boards	A2
Grade A3		
Welder	Involved in sport welding	A3
Grade B3		
Leading hand	Operator skilled in all operations of the department	B3
Grade C1		
Supervisor	Ensures that work tasks are performed by each employee	C3
ANIMAL SKIN PROCESSING AND TAXIDERMY SECTOR		
Grade A1		
General Labourer, including:-	Involved in general work including combing, thronging, hand softening, cementing, hand shaving, brushing, toggling, cleaning, wet sewing	A1
Toggler	Involved in stretching leather	A1
Hand shaving	Involves smoothening and levelling thickness of leather	A1
Grade A3		
Boiler attendant	Involves monitoring the boiler	B1
Carpenter's labourer (class 1)	Involves carpentry work	A3
Dispatch clerk's assistant	Involved in assisting the despatch clerk	A3
Framing, hand oiling and drying	Involves hand oiling and drying	A3
Hand measuring instrument operator	Involves operating a hand measuring machine	A3
Rotary streaking machine operator	Involves operating a rotary streaking machine	A3
Carpenter's assistant	Involves assisting the carpenter	A3
Hand sewing	Involves sewing by hand	A3
Form maker	Involves making form	A3
Sewing machine operator (class 3)	Involved in operating a sewing machine	A3
Skull fitter	Involved in fitting skulls	A3

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Skin patcher, trimmer and retoucher (class 2)	Involves skin patching, trimming and retouching	A3
Watchman mounter (fish) (class 3)	Involves mounting fish	A3
Fitting of fittings	Involves putting fittings	A3
Packer	Involves packing goods into containers	A3
Grade B1		
Messenger	Office cleaning and messenger duties	B1
Carpenter (other than journeyman) (curios)	Does carpentry, maintenance and repairs	B1
Buffing machine operator, other than suede buffing	Operates a buffing machine	B1
Checker/packer	Checks goods are in good order and packs the goods	B1
Driver	Drives light vehicles (class 4)	B1
Finisher (class II)	Puts final touches to ensure good output	B1
Hand sewer	Involved in sewing by hand	B1
Hand flesher	Fleshes by hand	B1
Manufacturing assembler and finisher	Assembles as per specified patterns/sample	B1
Mounter (fish) (class 2)	Responsible for mounting on the form to come up with imitation of fish.	B1
Measuring machine operator	Operates a measuring machine	B1
Office messenger	Provides messenger duties	B1
Panel cutter or clicker	Cuts panels to required shapes and sizes	B1
Sewing machine operator (class 2)	Operates a sewing machine	B1
Shaving machine operator (class 2)	Operates a shaving machine	B1
Skin patcher trimmer and retoucher (class 1)	Patches holes on damaged skins	B1
Skiving machine operator	Operates a skiving machine	B1
Thin cutting machine operator	Operates a cutting machine	B1
Leading hand	Is responsible for smooth and safe operation of his team, helping the workers to meet goals	B1
Painter (fish) (class II)	Paints items under supervision	B1

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Grade B2		
Painter (fish) (class 1)	Paints items without supervision	B2
Stores issuer	Issues goods from the stores	B2
Driver	Drives heavy motor vehicles Class 2	B2
Dyeing	Dyes items	B2
Fat liquoring	Involved in the process of production of leather using oils and fats to soften the leather and sometimes add fat soluble dye	B2
Finisher (class 1)	Puts final touches to ensure good output without supervision	B2
Mounter (class 1)	Responsible for mounting animal skin on the form to come up with an imitation using hand skills. Prepares the rough form to create desired animal features, assess the skin size, sawing the skin and fit the skin to the form.	B2
Sewing machine operator (class 1)	Operates a sewing machine	B2
Shaving machine operator (class 1)	Operates the shaving machine to smoothen and levelling thickness	B2
Splitting machine operator	Operates the splitting machine to split the leather	B2
Spraying operator	Operates a spraying machine	B2
Suede buffing	Polishes suedes	B2
Machine operator	Operates machines	B2
Tanning	Responsible for tanning hides and skins into leather	B2
Grade B3		
Store man's assistant	Assist the stores man	B3
Clerk (class III)	Involved in clerical work	B3
Dispatch clerk	Involved in recording and issuing outgoing goods	B3
Pattern cutter	Involved in cutting patterns to specifications	B3
Grade B4		
Receptionist	Manning the reception area, receiving and directing incoming and outgoing calls and filling documents	B4
Clerk (class II)	Involved in recording information	B4
Grade B5		
Designer	Designs and draws patterns	B5
Journeyman:-		
Building trades	Involved in building and construction work	B5
Engineering	Performs work of dismantling and assembly of machines	B5
Motor trades	Attends to breakdown, maintenance, servicing of vehicles and engines	B5
Clerk (class 1)	Involved in clerical work	B5

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Bookkeeper	Responsible for all accounting bookings, reconciliations, reports and balancing stocks	B5
Store man	Controls stocks, manage all stocks levels, report balances	B5
Supervisor	Ensures that work tasks are performed by each employee	C3
CANVAS GOODS MANUFACTURING SECTOR		
Grade A1		
General Labourers	Involved in general work	A1
Driver Assistant	Assist the driver during errands	A1
Boiler hand	Assist the boiler attendant	A1
Cook	Prepares and cooks food	A1
Garden labourer	Involved in tendering in the garden	A1
Gluers	Involved in applying glue	A1
Layers	Involved in laying	A1
Chipping machine operator	Operates the chipping machine	A1
Eyeleting	Involved in inserting eyelets	A1
Packers including dispatch packers	Involved in packing and dispatching items	A1
Press-studs	Involved in pressing studs	A1
Cleaner	Involved in removing dirt from floors, working areas, toilets and offices	A1
Tea maker	Involved in preparing and serving tea	A1
Workshop hand	Assist in workshop operations	A1
Grade A2		
Learner Machinist (1 year to Grade 3)	Sewing machine operator	A2
Driver (Light Vehicle)	Drives light vehicles	B1
Watchman	Involved in guarding the premises and preventing loss of goods.	A2
Screen printer	Involved in screen printing	A2
Messenger	Involved in messenger duties	A2
Grade B1		
Machinist	Sewing machine operator	B1
Binding Operator	Involved in operating the binding machine	B1
Buttonhole Operator	Involved in operating the buttonhole machine	B1

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Cutter	Involved in cutting by hand or machine	B1
Grommet Machine Operator	Involved in operating the Grommet machine	B1
Handyman “class 11”	Involved in machine maintenance	B1
Sewing machine operator	Involved in operating a single, double, zigzag, triple needle sewing machine	B1
Over locking Operator	Involved in operating the overlocking machine	B1
Quilter	Involved in operating the Quilter machine	B1
Sewing machine mechanic	Involved in repairs and maintenance of sewing machines	B1
Grade B2		
Driver (Heavy Vehicle)	Drives heavy vehicles	B2
Blind erector	Involved in erecting blinds	B2
Awnings fitters	Involved in fitting awnings	B2
Tent cover makers	Involved in making tent covers	B2
Assembler of cottage tents	Involved in assembling cottage tents	B2
Dye mixture	Involved in mixing dye pigments	B2
Handyman “class I”	Involved in machine maintenance	B2
Learner Supervisor	Assists in ensuring that work tasks are performed by each employee	B2
Screen cutter	Involved in cutting screens	B2
Fitters	Involved in engineering work of machining of fittings for machine repairs and maintenance	B2
Grade B3		
Grinder	Operates the grinder	A2
Cutter	Cutting of fabric using hand or machine	B1
Bus Driver	Drives staff bus	B3
Assistant controller/ Supervisor	Assists in ensuring that work tasks are performed by each employee	B3
Clerk - (Invoicing, sales, wages)	Performs clerical work	B3
Receptionist	Manning the reception area, receiving and directing incoming and outgoing calls and filling documents	B3
Security door fitters/ frames	Involved in fitting doors and frames	B3
Welder	Involved in fabrication and welding frames and other components	B3

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Shop salesman	Sells goods and services and attend to customers needs and queries	B3
Key operator/ keyhand/chargehand	Operator skilled with all skills in the department's operations	B3
Cashier	Receiving payments and issuing invoices and receipts	B3
Grade C1		
Controller	Controls operations	C1
Store man	Orders, receiving, unfolding, shelving, packing, maintaining inventory of supplies	C1
Drawing of diagrams	Draws diagrams	C1
Grade C2		
Costing clerk	Involves determining quantities of raw materials and costing the same per product and calculating overhead recoveries	C2
Supervisor	Is in charge of workers engaged in the manufacturing operations	C2
Buyer	Involves procurement and liaising with suppliers	C2
Bookkeeper	Position involves bookkeeping, clerical and administrative work	C2
Grade C3		
Foreman	Involves coodination of work and assigning work to subordinates	C3

Declaration

The Tanners and Shoe Manufacturers' Association representing all employers in the Leather Goods, Footwear, Sports Equipment, Taxidermy and Animal Skin Processing, Travel Goods and Canvas Manufacturing Sector and the Zimbabwe Leather Shoe and Allied Workers' Union representing all the employees in the Industry, having arrived at the agreement set forth herein, declare that the foregoing is the agreement arrived at, and effective from 1st January, 2020, affix their signatures hereto.

Signed at Harare this 15th of June, 2021, for and on behalf of the parties.

I. WANDIRA,
Chairman,
Employment Council for Leather, Skins, Footwear, Sports
Equipment, Travel and Canvas Goods Manufacturing Industries.

E. SHAVA,
Tanners and Shoe Manufacturing Association.

I. M. ZINDOGA,
Secretary General,
Zimbabwe Leather Shoe and Allied Workers Union.

A. TAMBAMA,
General Secretary,
Employment Council for Leather, Skins, Footwear, Sports
Equipment, Travel and Canvas Goods Manufacturing Industries.

