



SOUTH AFRICA

*Applications are invited from suitably qualified and experienced candidates for appointment to the following fixed duration positions in the administration of the Electoral Commission, a state institution established by Chapter 9 of the Constitution.*

### MUNICIPAL OUTREACH COORDINATOR

**(Inclusive remuneration package of R12,346 per month)**

**(Fixed term contract for two phases – three months, renewable for an additional four months (not exceeding a total period of seven months), subject to the proclaimed election date)**

**[Ref No: PO – WC026]**

**Job Purpose:** To educate, raise awareness and inform communities on civic and democracy education as well as mobilise communities to participate in all electoral activities and events towards the **2021 Local Government Elections**.

#### Minimum Requirements:

- a. Matric/N3 plus at least three years' work experience and/or strong community mobilisation experience (i.e. facilitation/presentation skills or ability to present to different audiences);
- b. Must have a cell phone or access to a cell phone;
- c. Knowledge of electoral legislation processes and procedures will be an added advantage.
- d. **Applicants should possess a driver's licence and have access to a car that can be used for work purposes whenever needed. Willingness to travel extensively within the municipality and the Province;**
- e. **Proficient in languages predominantly spoken in the province and selected municipality**

#### Other requirements:

- Must reside in and/or be familiar with the municipality in which she/he is applying;
- Must have good knowledge of the municipality, its civil society structures and leadership; and
- Must not hold any political position or be involved in any political parties' campaigns.
- Must be able to access and use social media platforms as well as other electronic equipment.

#### Main responsibilities:

- a. Conduct civic and voter education activities/presentations/workshops for the *Electoral Commission* in collaboration with the, Outreach and Training Officer (OTO), Regional Supervisor (RS) Local Electoral Projects Officer (LEPO), provincial outreach staff and other *Electoral Commission* offices, employees and stakeholders duly mandated in the place and stead of the *Electoral Commission*; as well as conduct the coordination of any other project or services as may from time to time be directed by the *Electoral Commission*;
- b. Plan, develop and conduct civic and voter education activities for communities;
- c. Supervise any staff appointed in support of the function including but not limited to the Democracy Education Facilitators (DEFs) and reporting to OTO/LEPO or any delegated staff member;
- d. Monitor and manage attendance of staff appointed in support of the function and reporting to the LEPO/OTO and ensure that any absences are timeously reported to the relevant local and/or provincial HR representative for action;
- e. Develop a network of educational support and liaise with organisations and stakeholders across government, civil society and the private sector;
- f. Forge partnerships with civil society to facilitate Outreach projects within the designated district/s;
- g. Promote multiple media, with an emphasis on community radio, and other innovative and creative educational mechanism;
- h. Compile a report pertaining to his or her duties provided herein and shall submit such report and evidence to the OTO/LEPO;
- i. Compile and submit reports, evidence and other documentation such as attendance registers, timesheets and relevant forms for the OTO/LEPO on an agreed upon day;
- j. Keep records, including reports, correspondence, procurement, minutes of meetings;
- k. Provide information and evidence for the maintenance of administrative systems;
- l. Assist with the coordination of linkages (local, national and provincial) across Electoral Commission programmes;
- m. Provide general and educational support to the Electoral Commission's different Outreach projects;
- n. Assist and provide support to the monitoring and evaluation of Outreach projects;
- o. Assist with the research as coordination as identified on specific issues, targeting communities, role players and stakeholders relevant to the Outreach projects;
- p. Participate in electoral activities and projects, when necessary; and
- q. Perform any other duties relating to civic & democracy as may be assigned by the Provincial Electoral Officer from time to time.

#### Other Requirements

No person shall be appointed who -

- a. is under the age of 18 years;
- b. is not a registered voter;
- c. is not a South African citizen;
- d. has a criminal record, without consulting the CEO;
- e. is or has been a candidate in an election for the National Assembly, a provincial legislature or a municipal council in the last five years;
- f. has been an office bearer of a political party in the last 5 years;
- g. has been an office bearer of any other organisation or entity that has party political aims during the last 5 years;
- h. is related to an employee of the Electoral Commission in that specific municipality, without consulting the PEO

The above position is on a fixed term contract basis. The Electoral Commission will only correspond with successful candidates and interviews will be conducted with short-listed candidates on a date and time specified by the Interview Panel. The Electoral Commission is under no obligation to fill the positions after advertising it. Although advertised, it may be withdrawn, re-advertised or filled by way of deployment, should it be considered in the interest of service delivery. Applicants for all of the above positions should not have a high party political profile. Applications must in all cases be marked with the relevant reference number and be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of all qualification documents, driver's license and identity documents. Failure to attach the relevant reference number and to submit the requested documents will result in the application not being considered. Please note that recommended candidates will undergo risk assessments, including inter alia the verification of driver's license, identity document and criminal assessments and appointments will only be made upon positive verification thereof.

Suitably qualified candidates must forward applications to:

**Applications for Vacant Posts in Langeberg (Robertson)**

<b>Regional Assistant Manager</b>	<b>Address:</b> <b>51 Riebeeck street, Worcester</b>	<b>email address:</b> <b><u><a href="mailto:louw@elections.org.za">louw@elections.org.za</a></u></b>
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Closing date for all applications: **8 March 2021**. Please take note that no applications received after the advertised closing date will be considered.

**"Applicants who have not been contacted by 30 April 2021 must consider their applications as not being successful".**