

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



## AREA MANAGER

**Job Purpose:** To assist the *Electoral Commission* with its administrative and logistical duties towards the **2019 National and Provincial Elections**.

**Minimum Requirements:** Must be a SA citizen and registered voter; must have at least 8 years professional, supervisory or administrative work experience or previous Area Manager or Presiding/Deputy Presiding Officer experience.

**Other requirements:**

1. Must reside or be familiar with the municipality and ward for which he/she is applying
2. Must have good knowledge of the municipality, its civil society structures and leadership
3. Must not hold any political position or be involved in any political parties' campaigns
4. **Should possess a valid driver's licence and have access to a vehicle that can be used for work purposes and must be prepared to use the vehicle for official purposes**
5. Must have access to cellular phone and be prepared to use it for official purposes
6. Must have a valid bank account and tax reference number
7. Must be proficient in the relevant local languages of the municipality and ward for which he/she is applying

**Main responsibilities of the job:**

1. Assist with the recruitment of electoral staff;
2. Confirm the availability of voting stations in advance in accordance with the provincial milestones;
3. Assist with the logistical distribution of voting station equipment and registration/election materials, and the supervision/co-ordination in that regard;
4. Monitoring and replenishing of electoral logistics in particular ballot papers at the various voting stations;
5. Act as a communication link between Registration Supervisors/Presiding Officer and the relevant local office of the *Electoral Commission*;
6. Trouble shooting, support and problem solving at voting stations in your area on registration day(s);
7. Ensure the completion of attendance registers and replacement staff contracts at all the voting stations for the registration/election events;
8. Collection of registration forms and other administrative materials from the voting stations (e.g. contracts, event diaries, attendance registers and staff administration and payment documentation);
9. Collection of registration/election materials
10. Ensure the return of all registration and/or electoral materials required from voting stations within your area; and
11. Complete the Area Manager diary and ensure that the Registration Supervisors'/Presiding Officers diaries are also fully completed.

**Specific Criteria**

No person shall be appointed who -

1. is under the age of 18 years
2. is not a registered voter
3. is not a South African citizen
4. has a criminal record, without consulting the CEO
5. 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
6. has been an office bearer of a political party in the last 5 years
7. has been an office bearer of any other organisation or entity that has party political aims during the last 5 years
8. is related to an employee of the *Electoral Commission* in that specific municipality, without the approval of the PEO.

*The above position is on a temporary basis. The Electoral Commission will assess applications as per documentation submitted and contact only the successful candidates. 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 the above positions should not have a high party political profile. Applications must in all cases be marked with the relevant municipality and ward number and be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of driver's license and identity documents. Failure to submit the requested documents will result in the application not being considered. Please note that recommended candidates will undergo PLC verification and appointments will only be made upon positive feedback.*

**Suitably qualified candidates must forward applications to:**

**Applications for Vacant Posts in Langeberg Municipality**

<b>Mrs F Fielies</b>	<b>Fax:</b>	<b>Email:</b> <a href="mailto:fieliesf@elections.org.za">fieliesf@elections.org.za</a> <b>Hand deliver:</b> <b>Thusong Centre, IEC Office, C/o Paddy &amp; Wesley street, Robertson</b>
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**Closing date for all applications: 24 August 2018 Please take note that no applications received after the advertised closing date will be considered.**

**Applicants who have not been contacted by 15 September 2018 must consider their applications as not being successful".**