

ADVERTISEMENT FOR APCs

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



SOUTH AFRICA

ASSISTANT PROJECT COORDINATOR (Inclusive remuneration package of R12,346 per month) (Fixed term contract from 1 November 2018 until 31 May 2019) [Reference: 2019APCWC026]

Job Purpose: To contribute towards strengthening electoral democracy processes by assisting in coordinating the projects and programs of the Electoral Commission at the municipal level towards the **2019 National and Provincial Government Elections**.

Minimum Requirements: A tertiary qualification or alternatively Matric/N3 plus at least 2 years relevant working experience (i.e. administrative and/or project management) and a valid driver's licence. Prior electoral experience and knowledge of electoral legislations processes and procedures will be an added advantage.

Other requirements:

1. Must reside or be familiar with the municipality in which the application is made
2. Must have knowledge of the municipality and leadership skills
3. Must not hold any political position or be involved in any political parties' campaigns
4. Should possess a driver's licence and have access to a car that can be used for work purposes.

Main responsibilities of the job – Assist with the following:

1. Delimitation processes;
2. Confirm and contracting of registration/voting stations points;
3. Electoral staff recruitment and training;
4. Registration planning;
5. Registration logistics;
6. Conducting of registration of voters;
7. Election planning;
8. Election logistics;
9. Conducting of elections;
10. Counting arrangements;
11. Counting logistics;
12. Election results;
13. Post-election activities - roll-back, debriefing and reports
14. Equipment and storage logistics;
15. Maintaining of the voters' roll;
16. Electoral staff supervision, contracting and payment;
17. Post-election arrangements;
18. Any other duties delegated from time to time.

Relevant experience:

1. Basic Project management skills (advantageous)
2. Basic Computer literacy skills
3. Communication skills
4. Office Administration
5. Minute taking
6. Understanding the legal framework (advantageous)
7. Ability to work under pressure
8. Team co-ordination
9. Ability to meet deadlines

Specific Requirements

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 consulting the PEO.

The above position is on a fixed term contract basis, **until the last day of the month of the Elections**. 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 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 WC026 - Langeberg

Ms L Louw

louw@elections.org.za

Closing date for all applications: 6 September 2018. Please take note that no applications received after the advertised closing date will be considered.

"Applicants who have not been contacted by 30 September 2018 must consider their applications as not being successful".

ADVERTISEMENT FOR MOC



SOUTH AFRICA

MUNICIPAL OUTREACH COORDINATOR

(Inclusive remuneration package of R12, 346 per month)

(Fixed duration contract for a period from 1 November 2018 to 31 May 2019)

(Reference: 2019MOCWC026)

Job Purpose: To educate, raise awareness and inform communities on civic and democracy education as well as mobilise assigned communities to participate in all electoral activities and events towards the **2019 National & Provincial Elections**.

Minimum Requirements:

- a. Matric/N3 plus at least three years' work experience and/or strong community mobilisation experience (*i.e.* facilitation skills or ability to educate and engage audiences of varying demographic descriptions and educational levels);
- b. Must have a cell phone or access to a cell phone;
- c. Knowledge of electoral 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.**

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.

Main responsibilities:

- a. Organise and conduct non-partisan civic & democracy education (including voter and balloting education) interventions (activities, presentations, workshops) on behalf of the Electoral Commission in collaboration with other employees of the Electoral Commission, (such as Outreach and Training Officers (OTOs), Regional Supervisors (RS) Electoral Project Coordinator (EPCs), provincial outreach staff and other Electoral Commission offices, employees);
- b. Coordinate any other project or services as may from time to time be directed by the Electoral Commission;
- c. Plan, develop and conduct civic & democracy education (including voter and balloting education) interventions;
- d. Supervise any staff appointed in support of the function including but not limited to the Democracy Education Facilitators (DEFs);
- e. Report to the OTO or any other delegated staff of the Electoral Commission;
- f. Monitor and manage attendance of DEFs appointed in support of the function;
- g. Ensure that any absences of DEFs are timeously reported to the relevant local and/or provincial HR representative for action;
- h. Develop a network of educational support and liaise with organisations and stakeholders across government, civil society and the private sector without compromising the independence of the Electoral Commission;
- i. Forge partnerships with civil society to facilitate and enhance the education of communities assigned;
- j. Support multimedia channels for education and information dissemination;
- k. Compile reports pertaining to her or his duties as prescribed;
- l. Ensure that evidence for all interventions (such as attendance registers, timesheets and relevant forms are

completed as required) is accurately completed, captured and stored;

- m. Keep records, including reports, correspondence, procurement, minutes of meetings;
- n. Provide information and evidence for the maintenance of administrative systems;
- o. Assist with the coordination of linkages (local, national and provincial) across Electoral Commission programmes;
- p. Monitor, quality assure and evaluate education interventions and projects where applicable;
- q. Participate in electoral activities and projects, when necessary; and
- r. 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 - unless a deviation is granted by the Chief Electoral Officer or a delegated official;
- 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 - unless a deviation is granted by the relevant Provincial Electoral Officer or a delegated official

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 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, identify 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 WC026 - Langeberg

Ms L Louw

louw@elections.org.za

Closing date for all applications: 6 September 2018. Please take note that no applications received after the advertised closing date will be considered.

"Applicants who have not been contacted by 30 September 2018 must consider their applications as not being successful".