

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

## PRESIDING OFFICER & DEPUTY PRESIDING OFFICER (PO & DPO)



SOUTH AFRICA

**Job Purpose:** To contribute towards strengthening electoral democracy processes by assisting in coordinating the projects and programs of the Electoral Commission at the voting district level.

### Minimum Requirements:

1. Must be a SA citizen & a registered voter
2. In the last five years must not have held political office or been a candidate in an election or have been politically active for a political party or campaigning for a political party
3. Must have **Matric/N3 or equivalent**
4. In the last five years must not have been elected to office in an organisation that has party political affiliations or aims
5. Must not have been convicted of serious criminal offence(s)
6. Must have at **least eight years professional, supervisory or administrative work experience or previous PO/DPO experience**
7. Must have a **valid driver's license**, have access to a vehicle and be willing to use it for official Electoral Commission business
8. Must have access to a **mobile telephone** and be willing to use it for official Electoral Commission business
9. Must have achieved an assessment rate of 80% throughout continuous assessment
10. Must have a **valid bank account** and must be a registered tax payer with SARS
11. Must be proficient in any of the local languages of the municipality
12. Must demonstrate proved ability to work well under pressure and meet tight and demanding deadlines
13. Must demonstrate tact and good people skills in dealing with people from a wide range of backgrounds
14. Must be willing to undergo continuous training and must be available for all events
15. Must demonstrate professionalism and impartiality at all times
16. **Computer literacy strongly recommended**

### Main responsibilities of the job:

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| <ol style="list-style-type: none"> <li>1. Assist with inspection of voters roll</li> <li>2. Assist with address harvesting</li> <li>3. Assist with registration of voters</li> <li>4. Operate a scanner</li> <li>5. Accurate completion of registration forms</li> <li>6. Submit reports to local IEC office</li> <li>7. Safeguard IEC material</li> <li>8. Responsible for all administrative activities</li> </ol> | <ol style="list-style-type: none"> <li>9. Scan attendance for all staff at the station</li> <li>10. Ensure correct documentation for all staff</li> <li>11. Manage the station professionally on behalf of IEC</li> </ol> |
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*The above position is on a short term contract, **required to work in February 2019**. You are required to attend three day's training during the period of October 2018 to January 2019. The Electoral Commission will only correspond with successful candidates. The Electoral Commission is under no obligation to fill the positions after advertising it. Although advertised, it may be withdrawn or re-advertised. Applicants for all of the above positions should not have a high party political profile.*

*Suitably qualified candidates must forward applications to:*

### Applications for Vacant Posts in Langeberg Municipality

<b>Mrs F Fielies</b>	<b>Fax:</b>	<b>Email: <a href="mailto:fieliesf@elections.org.za">fieliesf@elections.org.za</a> Hand deliver: 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.