



The Electoral Commission (IEC)

Western Cape Province

Langeberg Municipality



Local Electoral Project Coordinator



This is a permanent position available in the Langeberg Municipality IEC office

(Ref No.: WC026/2026/47986)



Job purpose: To implement projects, tasks and activities of the local/municipal electoral office in accordance with the prescribed IEC guidelines and budgets of the regional office. This position reports to the Regional Assistant Manager.



The successful candidate must be in possession of a Matric/NQF4 plus Bachelors' Degree or three year National Diploma with at least 2 years relevant working experience. Knowledge and understanding of Labour Relations Act, relevant policy and legislation. Knowledge of supply chain management legislation and regulations. Good governance skills. knowledge of operational protocols. Excellent office and general administration skills. Good verbal and written communication skills. Good financial, stakeholder, analysis, planning and organizing skills. Good computer literacy. People management and interpersonal skills. Results and Quality Focus. Project management experience will be advantageous. Proficiency in the three official languages spoken in the province will be an added advantage. A valid driver's license and must be prepared to travel extensively in the relevant municipality.



Only Online Application through the official IEC Website is allowed.

Follow the link below or scan the QR Code to get access to our JOBS page



<https://online.elections.org.za/adminconsole/jobs/login>

Closing date for all applications: 19 February 2026

