

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 August 2015 until the last day of the first full month after the Election Day)

(i.e. if elections are held on a day(s) in May 2016, the contract will terminate on the 30th of June 2016)

LIMPOPO: LIM353 Molemole [Dendron/Dikgale[Ref –0012]

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 **2016 Local 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 first full month after the Election Day**. 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 Post in Molemole [Dendron/Dikgale]

Ms A Nkadimeng

Fax: (015) 283 9183

HRLIM@elections.org.za

Closing date for all applications: 21 July 2015. Please take note that no applications received after the advertised closing date will be considered.

"Applicants who have not been contacted by 31 July 2015 must consider their applications as not being successful".