

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



SOUTH AFRICA

## **MUNICIPAL OUTREACH 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 30<sup>th</sup> of June 2016)**

**[LIMPOPO: LIM353 Molemole [Dendron]**

**Job Purpose:** To educate, raise awareness and inform communities on civic and democracy education activities as well as mobilise the communities to participate in all electoral activities and events towards the **2016 Local Government Elections**.

**Minimum Requirements:** Matric/N3 plus at least two years' work experience and/or strong community mobilization experience (i.e. presentation skills or ability to present to different audiences), and must have a cell phone or access to a cell phone. 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 he/she is applying
2. Must have knowledge of the municipality, its civil society and leadership structures
3. Must not hold any political position or be involved in any political party's' campaigns
4. Should possess a valid driver's licence and have access to a car that can be used for work purposes.

### **Main responsibilities of the job:**

1. Conduct civic and voter education activities/presentations/workshops for the Electoral Commission in collaboration with the, Outreach and Training Officer, the Municipal Outreach Coordinator, Regional Supervisor, provincial outreach staff and other Electoral Commission offices, employees and stakeholders duly mandated in the place and stead of the Electoral Commission; as well as conduct the coordination of any other project or services as may from time to time be directed by the Electoral Commission;
2. Plan, develop and conduct civic and voter education activities for communities;
3. Supervise any staff appointed in support of the function and reporting to the MOC, including but not limited to the Democracy Education Fieldworkers;
4. Monitor and manage attendance of staff appointed in support of the function and reporting to the MOC and ensure that any absences are timeously reported to the relevant local and/or provincial HR representative for action;
5. Develop a network of educational support and liaise with organisations and stakeholders across government, civil society and the private sector;
6. Forge partnerships with civil society to facilitate Outreach projects within the designated district/s;
7. Promote multiple media, with an emphasis on community radio, and other innovative and creative educational mechanisms;
8. Compile a report pertaining to his or her duties provided herein and shall submit such report and evidence to the OTO/EPC;
9. Compile and submit reports, evidence and other documentation such as attendance registers, timesheets and relevant forms to the regional OTO/EPC on an agreed upon day;
10. Keep records, including reports, correspondence, procurement, minutes of meetings;
11. Provide information and evidence for the maintenance of administrative systems;
12. Assist with the coordination of linkages (local, national and provincial) across Electoral Commission programmes
13. Provide general and educational support to the Electoral Commission's different Outreach projects;
14. Assist and provide support to the monitoring and evaluation of Outreach projects;
15. Assist with the research and identification of specific issues, target communities, role players and stakeholders relevant to the Outreach projects;
16. Participate in electoral activities and projects, when necessary and
17. Perform any other duties relating to civic and democracy as assigned by the Provincial Electoral Officer.
- 18.

### **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, the last day of the first full month after 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 Post in Limpopo**

Ms A Nkadameng	Fax: (015) 283 9183	<a href="mailto:HRLIM@elections.org.za">HRLIM@elections.org.za</a>
----------------	---------------------	--

*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 30 July 2015 must consider their applications as not being successful".***