

**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.**

**ASSISTANT PROJECT COORDINATOR (APC)**  
**(Inclusive remuneration package of R8, 275.00 per month)**  
**[Refer to attached spreadsheet for referenced placement of posts]**

**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.

**Minimum Requirements:** A Tertiary qualification or Matric/N3 plus at least 3 years relevant working experience (i.e. administrative and/or project management) and valid driver's license. Prior electoral experience will be an added advantage.

**Main responsibilities of the job:**

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|---|---|
| 1. Confirming of voting stations/registration points; | 11. Counting arrangements;                                      |
| 2. Electoral staff recruitment and training;          | 12. Counting logistics;   |
| 3. Voter education;                                   | 13. Election results;   |
| 4. Democracy development;                             | 14. Post election activities; roll-back, debriefing and reports |
| 5. Registration planning and logistics;               | 15. Equipment and storage logistics;                            |
| 6. Registration logistics;                            | 16. Maintaining of the voters' roll;                            |
| 7. Conducting of registration of voters;              | 17. Voter education and democracy development;                  |
| 8. Election planning;                                 | 18. Electoral staff supervision;                                |
| 9. Election logistics;                                | 19. Post election arrangements;                                 |
| 10. Conducting of elections;                          | 20. Any other duties delegated from time to time.               |

**Abridged job specification:**

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

*The above position is on a fixed term contract basis, **expiring on 30 June 2011**. 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:*

**Gauteng**

**Mr. AK Molefe**

**011 644 7447 or 086 661 6653 (fax)**

[HRGP@elections.org.za](mailto:HRGP@elections.org.za)

*Closing date for all applications: **15 October 2010**. Please take note that no applications received after the advertised closing date will be considered.*

***"Applicants who have not been contacted by 31 October 2010 must consider their applications as not being successful".***



**SOUTH AFRICA**

**APC ALLOCATION - GAUTENG**

<b>Gauteng</b>	<b>Municipality</b>	<b>Allocation</b>	<b>Region</b>	<b>APC expansion positions as per agreed formula</b>	<b>Application reference number</b>
Gauteng	EKU - Ekurhuleni [East Rand]	Metro	REG301-GP	1	EKU
Gauteng	GT848 - Merafong City [Carletonville]	DC40	REG804-NW	1	GT848
Gauteng	TSH - Tshwane Metro [Pretoria]	Metro	REG303-GP	1	TSH
<b>PROVINCIAL TOTAL</b>				<b>3</b>	