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Job Title

ELECTORAL PROJECT COORDINATOR - NC-KAMIESBERG [GARIES] [REF NR: PO – 0602]

Employment

Permanent

Location

Northern Cape

Remuneration

An inclusive remuneration package of R445,974 per annum

Overview

The purpose of the position is 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.

Responsibilities/Duties

Local Project Administration

- Develop, implement and monitor in collaboration with the Regional Assistant Manager, annual tasks and standardized activity framework and controls that support the regional office's implementation plans in attaining set targets and objectives
- Ensure a workplace culture that promote ethical practices, compliance to Code of Conduct, and integrity
- Develop, communicate and implement effective performance work plans to achieve set performance targets and goals
- Supervision of expansion and election staff to meet output targets during heightened activity
- Provide accurate and complete reports timeously on projects, tasks and activities
- Manage relationships with stakeholders at local level
- Deal with correspondence relating to projects
- Take minutes of meetings and attend meetings, workshops and training sessions.

Local Corporate Support Services

- Assist in recruitment and training of electoral staff on local level
- Make logistical arrangements in support of electoral staff training
- Conduct training on local level
- Identify and receive facilities management services and support for the office (security, leasing, cleaning, transport /travel, telecoms, etc.)
- Provide basic information relating to budget processes
- Obtain and raise quotes for procurement on local level via SAP
- Inform successful vendors and supply them with orders
- Receive goods procured and respond to financial queries.

Local Electoral Operations

- Implementation and coordination of delimitation of voting stations
- Conduct voting stations survey and identify potential voting stations sites
- Conduct registration of voters
- Coordination of by-elections and related activities
- Coordination and arrangement of local PLC meetings, taking and uploading of minutes on the relevant system
- Coordination of storage facility, logistics, infrastructure and related tasks in support of electoral events
- Conduct civic and voter education, training and outreach activities, as well as other election related duties

- Coordinate activities to conduct national, provincial, and local government elections, vote counting and processing of results
- Coordinate activities for political party liaison, administration of candidate nomination, and replacements for proportional representation (PR) lists.

Local Outreach Services

- Coordination and support of local civic and democracy education projects, tasks and activities
- Facilitate conflict management services and solutions for effective stakeholder engagement.

General office administration

- Answer telephones
- Respond to queries of the public
- File documentation
- Type correspondence, reports and minutes
- Arrange meetings and workshops
- Make copies, Fax
- Date capturing on the relevant IEC systems
- Arrange for courier of documents.

Requirements

The successful candidate must be in possession of a 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
- A valid driver's license and must be prepared to travel extensively in the relevant municipality.

More Information

Applicants must be a South African citizen, who has not had a prominent political profile in the last 5 years. Applications must in all cases be marked with the relevant reference number and be accompanied by an updated comprehensive curriculum vitae (CV) as well as certified copies of all qualification documents and identity document. Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to attach the relevant reference number and to submit the requested documents will result in the application not being considered. Please note that the CV, all qualifications and references are subject to verification and appointments will only be made upon successful verification thereof. All appointments are subject to a probation period of not less than 12 months and successful applicants will be required to enter into a performance contract.

The Electoral Commission will only correspond with short-listed candidates and interviews will be conducted on a date and time specified by the interview panel. The Electoral Commission is under no obligation to fill the positions after advertising it and reserves the right not to make any appointment in the above posts. Although advertised, a position may be withdrawn, re-advertised or filled by way of transfer or deployment, should it be considered in the interest of service delivery.

Suitable candidates must submit their applications for the vacant posts to the address as indicated below:

Applications for vacant post in Northern Cape

Mr S Gool Northern Cape Fax: 086 6010 286 HRNC@elections.org.za

Closing date for all applications: 19 February 2021. Please take note that no applications received after this closing date will be considered. Applicants who have not been contacted by 30 April 2021 must consider their applications as not being successful

Please note

- Applicants for the above position/s should not have a high party political profile.
- Successful candidates will be required to enter into performance contracts.
- Should applicants be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).
- All applications must include:

- a covering letter that clearly indicates the relevant reference number of the post and your employee number (permanent employees) as it appears on your salary advice;
- a recent, updated comprehensive curriculum vitae; and
- certified copies of all qualification documents 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 curricula vitae, all qualifications, criminal and credit assessments and appointments will only be made upon positive verification thereof.
- All appointments are subject to a probation period of twelve months.
- The Electoral Commission will only correspond with short-listed candidates.
- The Electoral Commission is under no obligation to fill the position/s and reserves the right not to make any appointment in the above post/s. Although advertised, positions may thus either be withdrawn, re-advertised or filled by way of transfer or deployment, should it be considered in the interest of service delivery.