

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

AREA MANAGER

EC 101 DR BEYERS NAUDE IEC LOCAL OFFICE

REFERENCE NUMBER: EC101/2026/48770

[June/July/August 2026 and October/November/December 2026]

For 20 days covering LGE2026 registration events June/July/August 2026 @ R380 per day plus upfront cellular allowance of R230

For 20 days covering the October/November/December 2026 Local Government Elections @R380 per day plus upfront cellular phone allowance of R230.

Job Purpose: To assist the Electoral Commission with its logistical and administrative duties towards the **2026 Local Government Elections**

Minimum Requirements: Must be a SA citizen and registered voter with at least 8 years working experience of which at least 3 years must be supervisory experience.

Other requirements

1. Must reside or be familiar with the municipality and ward for which he/she is applying.
2. Must have knowledge of the municipality, its civil society structures and leadership very well.
3. Must not hold any political position or be involved in any political parties' campaigns.
4. Should possess a valid driver's license and have access to a suitable vehicle that can be used for work purposes and must be prepared to use the vehicle for official Electoral Commission purposes.
5. Must have access to cellular phone and be prepared to use it for official purposes.
6. Must have a valid bank account and tax reference number.
7. Must be proficient in the relevant local languages of the municipality and ward for which he/she is applying.

Main responsibilities of the job

1. Assist with VS infrastructure by confirm the availability of voting stations in advance in accordance with the provincial milestones;
2. Assist with the logistical distribution of registration and voting station equipment and registration/election materials, and the supervision/co-ordination in that regard;
3. Monitoring and replenishing of electoral logistics in particular ballot papers at the various voting stations;
4. Act as a communication link between Registration Supervisors and the relevant local office of the *Electoral Commission*;
5. Trouble shooting, support and problem solving at voting stations in your area on registration day(s);
6. Ensure the capturing of attendance and replacement staff contracts at all the voting stations for the registration events;
7. Collection of registration forms and other administrative materials from the voting stations (e.g. contracts, event diaries, attendance registers and staff administration and payment documentation);
8. Collection of registration materials (including REC forms, unused papers, unused materials, objection forms and VMD machines);
9. Ensure the return of all registration and/or electoral materials required from voting stations within your area; and
10. Complete the Area Manager diary and ensure that the Registration Supervisors'/POs' diaries are also fully completed.

Specific Criteria

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 (subject to CEO consideration)
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 the approval of the PEO;
9. Conducts undeclared business with the Electoral Commission.

The Electoral Commission reserves the right to terminate the contract of an employee convicted of a serious criminal offence(s). It will also be incumbent upon all recruits to declare any offences, as well as the fact that s/he does not have a high political profile and has not been politically active for a political party or held political office for at least the past five years. The criteria will be applicable to all recruits and they must comply with these criteria prior to confirmation of appointment.

The above position is on a temporary basis. The Electoral Commission will assess applications as per documentation submitted and contact only the successful candidates. 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 the above positions should not have a high party-political profile. Applications must in all cases be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of driver's license and identity document, as well as bank details. Failure to attach the relevant requested documents will result in the application not being considered. Please note that recommended candidates will undergo PLC verification and appointments will only be made upon positive feedback.

Applications must be submitted online at:

<https://www.elections.org.za/pw/About-Us/BrowseJobs>

OR manually to the following address:

50 BOURKE STREET

GRAFF REINET

Contact person: VUYOKAZI MONI

Contact number: 049 807 2770