

# ADVERTISEMENT FOR MOC (Disability Sector)



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.

## **MUNICIPAL OUTREACH COORDINATOR**

*(Inclusive remuneration package of R13,900 per month)*

*(Fixed duration contract for a period from April 2026 to 24 December 2026)*

**SARAH BAARTMAN REGION (EC106)**

**Job Purpose:** To educate, raise awareness and inform communities on civic and democracy education as well as mobilise assigned communities to participate in all electoral activities and events towards the **2026 Local Government Elections** (LGE). Its aims to also increase access to the voting and electoral processes for persons with disabilities.

**Minimum Requirements:** Matric/N3 plus 3 years tertiary qualification or Matric/N3 plus at least three years' work experience and/or strong community mobilisation experience (i.e. facilitation skills or ability to educate and engage audiences of varying demographic descriptions and educational levels; Strong disability sectoral experience; Ability to communicate with the Disability sector (e.g. understand or use sign language, read braille etc.); Must have a cell phone; and **applicants should possess a driver's license and have access to a car that can be used for work purposes.**

### **Other requirements:**

- Must reside in and/or be familiar with the municipality in which she/he is applying;
- Must have good knowledge of the municipality, its civil society structures and leadership; and
- Must not hold any political position or be involved in any political parties' campaigns
- Must adhere to the values of the Electoral Commission
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### **Main responsibilities of the job:**

1. Conduct civic and voter education activities/presentations/workshops for the *Electoral Commission* in collaboration with the, Regional Outreach Officer (ROO), the Regional Assistant Manager (RAM), the Local Electoral Projects Officer (LEPO), the provincial outreach staff and other *Electoral Commission* officers, 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 including but not limited to the Democracy Education Fieldworkers and reporting to the ROO/LEPO or any delegated staff member
4. Monitor and manage attendance of staff appointed in support of the function and reporting to the ROO/LEPO 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 ROO/LEPO;

9. Compile and submit reports, evidence and other documentation such as attendance registers, timesheets and relevant forms to the ROO/LEPO 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 as coordination as identified on specific issues, targeting communities, role players and stakeholders relevant to the Outreach projects;
16. Participate in electoral activities and projects, and provide an enabling platform for Electoral communication to provide civic, voter and democracy education to the disability sector and
17. Perform any other duties relating to civic and democracy as assigned by the Provincial Electoral Officer.

### Specific Requirements

No person shall be appointed who -

- i. is under the age of 18 years
- ii. is not a registered voter
- iii. is not a South African citizen
- iv. has a criminal record, without consulting the CEO
- v. 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
- vi. has been an office bearer of a political party in the last 5 years
- vii. has been an office bearer of any other organisation or entity that has party political aims during the last 5 years
- viii. is related to an employee of the *Electoral Commission* in that specific municipality, without consulting the PEO
- ix. has been an office bearer of any other organisation or entity that has party political aims during the last 5 years;
- x. is related to an employee of the Electoral Commission in that specific municipality – unless a deviation is granted by the relevant Provincial Electoral Officer or a delegated official

**THE CLOSING FOR APPLICATIONS IS 14 April 2026. NO LATE APPLICATIONS WILL BE CONSIDERED**

***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 submitted manually and must be accompanied by a recent, updated comprehensive curriculum vitae as well as certified copies of driver's licence, certificates and identity documents. Failure to submit the relevant 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.***

***Applications must be manually submitted to the following address:***

**50 Bourke Street**

**Graaff Reinet**

**6280**

**Contact person: Vuyokazi Moni**

**Contact number: 049 807 2770**