#  ELECTORAL COMMISSION

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| Role Title / Function | Vice Chairperson |
| Date Reviewed | March 2022 |
| Location | Pretoria  |

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| Overall Purpose of the Role |
| 1. To manage the national, provincial and municipal elections, and ensure that those elections are free and fair;
2. To declare the results within a prescribed period as provided for in section 190 of the Constitution Act of 1996;
3. To strengthen constitutional democracy and promote democratic electoral processes;
4. To ensure the establishment and maintenance of robust governance systems of the Electoral Commission in its national, (9) provincial and (257) regional offices;
5. To ensure that the Commission’s employees (around 1000) and contract staff (which vary between 800-2400 excluding staff for the 23,000 voting stations during registration and voting) receive appropriate direction and guidance in relation to legislative obligations pertaining to electoral operations and best practice.
6. To oversee and direct the electoral operations (including outreach and communications);
7. To ensure implementation of the political party funding legislation;
8. To undertake research in electoral matters;
9. To ensure the adoption of policies, approve business decisions against the annual budget of the Electoral Commission (which ranges between R2-4 billion rand); and
10. To evaluate organisational performance in ensuring good governance and on-going improvement.
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| Structure of Entity | Independent Constitutional Institution |
| Institution |  Electoral Commission (IEC) |
| Position being Evaluated | Commissioner of the Electoral Commission |
| Upward Reporting  | National Parliament  |
| Downward Reporting | Commission and Critical Stakeholders |

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| What are the key relationships to the position  |
| External: * National Parliament
* Provincial Legislatures
* Municipalities
* President
* Premiers
* Minister of Finance
* Minister of Home Affairs
* Minister of Cooperative Governance and Traditional Affairs
* Minister of International Relations and Cooperation
* House of Traditional leaders
* Inter-ministerial Committees on Elections
* National Joint Operational and Intelligence Structures (NATJOINTS)
* South Africa Local Government Association
* International Stakeholders
* Public and private institutions
* State owned entities
* Civil Society organisations
* People in South Africa and South African citizens throughout the world
* Political Parties
* Candidates and elected representatives including independents
* Electoral Court and other structures of the judiciary
* Media (Public, private, traditional and new)
* Municipal Demarcation Board
* Independent Communications Authority of South Africa
* Information Regulator
* Other institutions supporting democracy
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| Internal:• Commissioners• All employees• Contracted employees including expansion staff during elections |

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| Qualifications / Experience / Knowledge |
| As per Chapter 9 of the Constitution, commissioners must be independent and must act without fear, favour or prejudice. Given the nature of the responsibilities, account could be taken of the following:  |
| * Tertiary and/or post-graduate qualification is/are an added advantage;
* Demonstrable understanding of the framework of constitutional democracy in South Africa;
* Demonstrable knowledge of the elections sector;
* Understanding of the broad representation of the South African Community;
* Ability to use quality research to inform policy development;
* Ability to establish and maintain cooperation between different parties;
* Experience in written analytical papers and reports; and
* Senior Management or Executive experience.
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| Skills |
| Directing Others |
| Strategic Thinking  |
| Impact and Influence |
| Quality Focus |
| Results Driven  |
| Logical Reasoning |
| Systematic Thinking |
| Mediation |
| Programme and Project Management |

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| Attributes |
| Independence and Impartiality |
| Fit and proper person |
| Strategic leadership |
| Accountability |
| Commitment to South Africa  |
| Transparency |
| Integrity  |

| KPA / Main Outputs and Responsibilities for this Position | Detailed Description | Weighting / Time Spent |
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| Legislative mandate | * Manage the national, provincial and municipal elections;
* Ensure that these elections are free and fair;
* Declare the results of elections for national, provincial and municipal legislative bodies within seven days after such elections;
* Appoint appropriate public administrations in any sphere of government to conduct elections when necessary;
* Ensure the implementation of the Political Party Funding Act;
* Review related legislation and make proposals to Parliament where necessary.
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| Executive Direction  | * Act as the chairperson or vice chairperson if so designated as per s8(1) of the Electoral Commission Act (51 of 1996);
* Act as chairperson whenever the designated chairperson/vice chairperson are absent;
* Chair subcommittees of the Commission that are established to process matters for the consideration of the Commission;
* Decide as a collective with other Commissioners on matters that relate to the staffing and establishment of the Electoral Commission in accordance with s11 of the Electoral Commission Act (51 of 1996)
* Collectively approve the annual performance plan and determine the budget and necessary resources to enable the performance of its duties and obligations in accordance with s11 of the Electoral Commission Act (51 of 1996);
* Collectively approve strategic plans and risk frameworks in alignment with the a given a MTEF period in accordance with s11 of the Electoral Commission Act (51 of 1996)
* Collectively decide and approve the necessary policies of the Electoral Commission;
* Collectively approve the delegations framework of the Electoral Commission;
* Promote on-going service delivery improvement;
* Appoint a suitably qualified and experienced person as the Chief Electoral Officer;
* Engage with and approve human resource plans and appointments in line with policies of the Electoral Commission;
* Determine the conditions of service, remuneration, allowances and benefits of the staff of the Electoral Commission;
* Evaluate the performance of the Electoral Commission against the strategic plan and budget;
* Evaluate the performance of the Chief Electoral Officer against the CEO’s contract;
* Adjudicate appeals against the decisions of the Chief Electoral Officer which may arise from the organisation, the administration or conducting of elections and which are of an administrative nature;
* If necessary, publish a report on the likelihood or otherwise that the Commission will be able to ensure that any pending election will be free and fair as per s14(4) of the Electoral Commission Act;
* Approve the cancellation of any registered political party.
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| Meetings of Commission | * Comply with the provisions of s11 of the Electoral Commission Act (51 of 1996)
* Consider the reports of Members of the Commission and the Commission Committees
* Consider the reports of the Chief Electoral Officer on pertinent matters that affect the organisation and approve and/or endorse the CEO’s approach to these matters;
* Ratify decisions of the Commission that were taken via round robin.
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| Administration of electoral processes | * Compile and maintain a register of political parties;
* Compile and maintain a national, common voters’ roll by means of a system of registering of eligible voters by utilising available data and information furnished by voters, as prescribed;
* Develop and promote the development of electoral expertise and technology in all spheres of government;
* Appoint appropriate public administrations in any sphere of government to conduct elections when necessary;
* Continuously review electoral legislation and proposed electoral legislation, and make recommendations in connection therewith.
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| Financial & Auditing Management | * Seek National Assembly approval for adoption of the budget vote;
* Review and approve the budget of the Electoral Commission;
* Perform statutory functions within limits of voted funds [Sec 63(1) of the PFMA];
* Consider reports on under-collection of revenue, short-falls of budgeted revenue and over-spending of the Vote or Main Division [Sec 39(2)(b) of the PFMA];
* Consider reports of non-compliance with the PFMA [Sec 40(5)] and in respect of virament [Sec 43(3)];
* Deal with financial misconduct proceedings against the Accounting Officer;
* Timeously table of annual reports in Parliament [Sec 65(1)(a)] on the performance of the functions, findings in respect of financial misconduct [Sec 65(1)(b)]
* Ensure the integrity of the Electoral Commission’s accounting and financial reporting systems, including independent audit
* Ensure that appropriate systems for monitoring risks are in place and compliant with the law;
* Ensure that the financial records are audited by the Auditor- General.
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| Stakeholder Engagement | * Promote voter education;
* Promote knowledge of sound and democratic electoral processes;
* Promote conditions conducive to free and fair elections;
* Establish and maintain liaison and co-operation with political parties;
* Undertake and promote research into electoral matters;
* Develop and promote the development of electoral expertise and related technology in all spheres of government;
* Ensure international and regional co-operation;
* Advance and promote electoral processes through diverse platforms to sustain visibility across the electoral cycle;
* Provide consultative and cooperative liaison platforms between the Electoral Commission, political parties and other key stakeholders;
* Participate actively in external structures and projects as requested and approved for the promotion of constitutional democracy and democratic electoral processes;
* Promote co-operation with and between persons, institutions, governments and administrations for the achievement of its objects;
* Act as a figurehead or spokesperson for the Commission, where required.
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| Reporting | * Annually, as soon as possible after the end of each financial year, submit to the National Assembly an audited report of all money received from other sources as contemplated in section 13 of the Electoral Commission Act, as well as the audited statement on income and expenditure;
* Submit a report in regard to the functions, activities and affairs of the Commission in respect of such financial year; and
* Table in Parliament reports for each National, Provincial and General Municipal Election.
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Approved By

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| Name | Designation | Approved | Date Approved |
|  | Appointing Authority / Delegated person |  |  |