



SRC AND FACULTY COUNCIL ELECTION OFFICERS: 2018

1x Co-ordinator; 1x Logistics Officer; 1x Media Officer

Student Development Department of Student Affairs

We invite applications for these **3 contract posts** for appointment as soon as possible in July to October 2018. We invite post-graduate students or recent graduates who are able to work **full-time** for this period.

The incumbents of these positions will assist the Chief Electoral Officer in the daily running of the SRC and faculty council elections. **This includes:**

- The planning of the process, including a budget proposal;
- Selecting an election theme;
- Interacting with and advising a diverse range of candidates and student leaders;
- Arranging publicity for the elections, including candidates' media;
- Arranging question and answer sessions;
- Attending to the logistics for voting and vote counting;
- Writing a final report.

Requirements include:

- Good organisational skills, including project management skills;
- The ability to work under pressure within a team;
- The ability to relate to and work with students and student leaders;
- Working flexible hours;
- Computer literacy;
- Media and financial management skills;

The following would be considered advantageous:

- A driver's license
- Knowledge of UCT structures, policies and student issues

The salary for the **full project** (and not per month) is **R15 000** for each post + incentives.

To apply, please e-mail the completed **UCT Application form** (HR201) and all other relevant documentation as indicated on the form, with the subject line "**SRC Elections Officer**" followed by the reference number to Mrs Nolindo Wabani at Nolindo.Wabani@uct.ac.za

The application form can be downloaded at <http://forms.uct.ac.za/hr201.doc>

An application which does not comply with the above requirements will be regarded as incomplete. Only shortlisted candidates will be contacted.

Address: Level 6, Steve Biko Students' Union Building, North Lane, Upper Campus, UCT, Rondebosch, 7701.

Telephone: 021 650 5389

Reference number: E80628

Closing date: 13 July 2018.

UCT is committed to the pursuit of excellence, diversity and redress in achieving its equity targets. Our Employment Equity Policy is available at <http://www.uct.ac.za/downloads/uct.ac.za/about/policies/eepolicy.pdf>.

UCT reserves the right not to appoint.