

APPOINTMENT AS ELECTORAL OFFICER

Surname	XENGXE
First Name(s)	CHWAYITA ANTOINETTE
Title	Electoral Officer
Cellular No.	0744863448

Date of Birth	25/05/1995
ID Number	9505250266086
Telephone No	
Address	1270 Phalo LaneHappy Rest, Alice, 5700

Dear Madam CA XENGXE

LETTER OF APPOINTMENT *: 2019 NATIONAL ELECTION - REF [699 - 537748108 - 490]

- You are hereby appointed in terms of sections 72 to 82 of the *Electoral Act, 73 of 1998* (as amended) to the position of Electoral Officer in respect of the EC129 - Raymond Mhlaba Metro/Municipality, Ward Number 21209006 at Voting Station number 10550034 in respect of the above-mentioned electoral event to take place on 08/05/2019 - 08/05/2019*. [You may however be deployed to another voting station in the interest of capacity requirements.]
- Having due regard to electoral legislation and other statutes of the *Republic of South Africa* pertaining to elections, the *terms and conditions* of your employment are as follows:
 - You will have the powers and perform the duties as set out in sections 73, 75, 77, 79, and 81 of the *Electoral Act, 73 of 1998* (as amended) and any other section that may be applicable to the performance of your functions. Although you will primarily be performing the duties of this position, your duties and responsibilities may be changed as a result whereof you should also be conversant with the procedures of the other functions at the voting station.
 - If you are appointed as a *Presiding Officer*, you will furthermore be responsible for the training of officers allocated to your voting station, completing and maintaining the attendance register, managing the electoral officer replacement process and contracts, regular reporting on voting station statistics and completing the election diary.
 - If you are appointed as a Deputy Presiding Officer, you will be responsible for assisting the Presiding Officer in performing his/her duties.
 - For the duration of this agreement, you will be entitled to an *inclusive* gross honorarium* package of R760.00 (payable per *electronic funds transfer* (EFT) for the required training day(s) and day(s) work, subject to statutory deductions as required by legislation, i.e. PAYE and UIF, as may be required from time to time). Attendance of training is compulsory and the total gross payment is dependent on you attending all of the required days of work and training. Payments will be made pro rata at the varying rates determined for training and/or work, if all of the days are not attended. No payment will however be effected for attending training only. A cellular phone allowance is payable, where applicable.
 - Please note that this agreement does not authorise nor regulate any travel expenses *per se*. Reimbursive travel may be claimed only after approval is obtained.
 - The above-mentioned *honorarium* will only be paid on condition that you have exercised your duties and performed your functions for the duration of this agreement and that you have duly signed the contract and attendance register. The *honorarium* package shall be a total cost to the *Electoral Commission*, and will be paid after statutory deductions. No overtime will be paid and you are obliged to work until all electoral processes have been completed. Payment will be made after the electoral event, and after conclusion of all allocated functions and duties.
- This agreement does not create a legitimate expectation for the renewal of this agreement or entitle you to any future appointment with the *Electoral Commission*.
- Your employment in terms of this agreement is classed as casual or temporary employment. You will not incur any debts, liabilities or obligations on behalf of the *Electoral Commission*, except as specifically provided for in this agreement and you are not to be regarded as guaranteed employment in successive electoral events.
- It will be expected of you to be present at the voting station by not later than 06:00 on the day of the specific election event in order for the voting station to open punctually at 07:00, and continue until such time that all the election processes have been completed.
- You will be bound by the *Code of Conduct* applicable to electoral officers provided for in legislation. You may be removed from office by the *Chief Electoral Officer* (or MEO) in terms of section 82(9) of the *Electoral Act, 73 of 1998* (as amended). Should you elect to terminate this agreement, you shall do so by giving notice of resignation in writing to the *EPC*.
- In acknowledging receipt and signing of this agreement, you agree the restraints set out are reasonable in all aspects and you agree to abide by these terms and conditions of employment as well as the applicable legislation and regulations which will be explained to you during the training period. No amendment to this agreement will be of any force or effect unless recorded in writing and signed by both parties. It is further agreed that the service to be provided is an essential service for purposes of the *Labour Relations Act, 1995*.
- By signing this agreement, you confirm and declare that you did not hold political office nor have you been a candidate in an election nor have you been politically active for a political party or campaigning for a political party during the past five (5) years. You confirm that you have not been elected to office in an organisation that has party political affiliations or aims during the past five (5) years; and you have not been convicted of any serious criminal offence(s).
- You furthermore confirm and declare that all the details and information given to the *Electoral Commission* are true and correct; you will abide by the *Code of Conduct for Election Officials*; you shall be personally liable for any act or omission committed by yourself during the performance of your duties and functions which is not consistent with the course and scope of those duties and functions; you have declared any other employment with the *Electoral Commission*; you will maintain confidentiality of any electoral information made available to you during your period of employment as officer; you will not make public statements without due authorisation; and any omission or false statement could lead to your summarily dismissal.
- If you indicated in your application form that you are currently unemployed, you furthermore declare that you will not render services to any other employer for the period employed by the *Electoral Commission*, and you understand that to make a false declaration constitutes fraud and you will personally be held liable for the consequences thereof. Your statutory tax deductions will be calculated in accordance to your declared status of employment.
- You hereby authorise the *Electoral Commission*, the *Electoral Commission's* Human Resource department and any authorised member of the Management team to use, review and process any personal information provided to the *Electoral Commission* in the course of your application and employment as well as any information that you have provided in support of your application.
- You understand your right to privacy and your right to have your personal information processed in accordance with the conditions for the lawful processing of personal information and hereby give your consent to the *Electoral Commission* to collect, process and distribute relevant personal information where the *Electoral Commission* is legally required to do so. You hereby consent that you understand that third party service providers such as Fund Administrators, Insurance Suppliers, etc if and when applicable, have access to your personal information and you hereby consent to the *Electoral Commission* sharing your personal information strictly for the administrative purposes of these funds.



E117988311157

This agreed to at _____ on this the _____ day of _____ 20 _____

Signature of officer: _____
 Name & Surname in print: _____
 Witness: _____
 PEO (or designate) Signature: _____
 PEO (or designate) Name & Surname: _____

Banking Details

Bank Name: FIRSTSTRAND BANK(FNB)
 Branch Name: REMOTE BANKING SERVICE
 6 Digit Branch Code: 250655
 Account Number: 62369822674
 Type of Account: Savings

**No Credit Card or Business Accounts accepted*



APPOINTMENT AS ELECTORAL OFFICER

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First Name(s)	CHWAYITA ANTOINETTE
Title	Electoral Officer
Cellular No.	0744863448

Date of Birth	25/05/1995
ID Number	9505250266086
Telephone No	
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- If you indicated in your application form that you are currently *unemployed*, you furthermore declare that you will not render services to any other employer for the period employed by the *Electoral Commission*, and you understand that to make a false declaration constitutes fraud and you will personally be held liable for the consequences thereof. Your statutory tax deductions will be calculated in accordance to your declared status of employment.
- You hereby authorise the *Electoral Commission* to process your personal information provided to the *Electoral Commission* in the course of your application and employment as well as any information that you review and process any personal information provided to the *Electoral Commission* in the course of your application.
- You understand your right to privacy and your right to have your personal information processed in accordance with the conditions for the lawful processing of personal information and hereby give your consent to the *Electoral Commission* to collect, process and distribute relevant personal information where the *Electoral Commission* is legally required to do so. You hereby consent that you understand that third party service providers such as Fund Administrators, Insurance Suppliers, etc if and when applicable, have access to your personal information and you hereby consent to the *Electoral Commission* sharing your personal information strictly for the administrative purposes of these funds.



on this the _____ day of _____ 20 _____

I his agreed to at

Signature of officer:

Name & Surname in print:

Witness:

PEO (or designate) Signature:

PEO (or designate) Name & Surname:

Banking Details

Bank Name: FIRSTSTRAND BANK(FNB)
Branch Name: REMOTE BANKING SERVICE
6 Digit Branch Code: 250655
Account Number: 62369822674
Type of Account: Savings

*No Credit Card or Business Accounts accepted



SOUTH AFRICA

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I/this agreed to at

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Signature of officer:

Name & Surname in print:

Witness:

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