



**DEPARTMENT: PUBLIC SERVICE AND ADMINISTRATION
REPUBLIC OF SOUTH AFRICA**

Private Bag X916, Pretoria, 0001. Tel: (012) 314 7911, Fax (012) 323 2386 or (012) 324 5616
Private Bag X9148, Cape Town, 8000. Tel: (021) 467 5140, Fax: (021) 462 2299

Enquiries : Mr B M Mphela
Tel no : (012) 314 7112
E-mail : BennetteM@dpsa.gov.za
Reference : 1/3/8/P

TO ALL HEADS OF NATIONAL/PROVINCIAL DEPARTMENTS AND ORGANISATIONAL COMPONENTS

ASSISTING THE INDEPENDENT ELECTORAL COMMISSION IN THE FORTHCOMING GENERAL ELECTIONS

1. As in the past, the Independent Electoral Commission (IEC) will again make use of the employees employed in the Public Service to serve as electoral staff in the forthcoming general elections on 14 April 2004. Such assistance may also include the utilisation/involvement of employees prior to the election day for purposes of training and other preparatory work.
2. In order to facilitate this process and ensure that sufficient staff is available to assist the IEC in its task, you are requested to make staff as far as possible available to the Commission.
3. In rendering assistance in the above regard, the following matters are brought to the attention of all heads of departments and organisational components:
 - 3.1 Staff could be made available to the IEC for training and electoral duties in terms of section 32 of the Public Service Act, 1994.
 - 3.2 The relevant employees are recruited on a voluntary basis and will only receive a fixed amount (honorarium) for subsistence and transport expenses. They should therefore be allowed to retain the compensation paid to them by the IEC. The power to approve such an arrangement rests with departments in terms of section 30(b) of the Public Service Act, 1994
4. In order to manage the matter effectively, departments should beforehand establish appropriate procedures whereby staff could be allowed to undergo training and/or render assistance to the IEC. Departments should also ensure that all managers and the staff involved in the electoral process are informed of the matter and any departmental procedure they need to comply with.


ACTING DIRECTOR-GENERAL

DATE: 5. 4. 2004.