

GUYANA ELECTIONS COMMISSION

VACANCIES

Applications are invited from suitably qualified persons to fill the positions of:

(1) CHIEF ELECTIONS OFFICER/ COMMISSIONER OF REGISTRATION

The **Chief Election Officer** is required to play the key leadership role in the Secretariat of **the Guyana Elections Commission (GECOM)**, with responsibility for implementing all aspects of its operations, and ensuring that results achieved are consistent with the laws of Guyana and the policies determined by the **Commission**.

The incumbent advises the **Commission** on policy matters and their implementation; the interpretation of relevant legislation, and reports on their application.

The Chief Election Officer has direct responsibility for the following:

- Development and implementation of **GECOM's** Strategic and Operational Plans
- Directing and coordinating the strategies and programmes of **GECOM**
- The coordination of the Annual Work Programme and Budget
- Monitoring of the effective use of funds, property, equipment and facilities of **GECOM** as well as resource allocation
- Administration, organization and control of all staff of **GECOM**
- Finance and Accounts
- Human Resources Management
- Information Management
- Monitoring and evaluating the performance of staff and of respective Departments

The Incumbent is responsible for ensuring that **GECOM** fulfills its mission of conducting all elections to the satisfaction of all stakeholders.

The **Chief Election Officer** is also responsible for ensuring that a comprehensive Voters Education Programme is conducted towards facilitating all eligible and registered persons exercising their vote.

The Internal Audit function also resides in the **Office of the Chief Election Officer** who is the Accounting Officer of **GECOM** and is responsible for monitoring the review of the accounting, financial management and administrative operations of the Secretariat.

The Chief Election Officer must periodically determine the “**Major Job Objectives**” for each Department Head and identify and discuss with staff the “**Key Results Areas**” to be used as determinants of performance results.

Qualifications

- 1) A Post Graduate Degree in Public Administration, Law, Management or relevant Discipline from a reputable and recognized institution, and specific training and verifiable experience in managing election systems along with at least ten (10) years experience in a senior management position overseeing and directing diverse operations aimed at achieving targets within specific deadlines. At least ten (10) years experience in Management of National Elections and Election Systems is a prerequisite requirement.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 12.

(2) DEPUTY CHIEF ELECTION OFFICER/DEPUTY COMMISSIONER OF REGISTRATION

The **Deputy Chief Election Officer** is required to play the key leadership role in the Secretariat of **the Guyana Elections Commission (GECOM)**, with responsibility for implementing all aspects of its operations, and ensuring that results achieved are consistent with the laws of Guyana and the policies determined by the **Commission, through the Office of the Chief Election Officer**.

The incumbent advises the **Commission** on policy matters and their implementation; the interpretation of relevant legislation, and reports on their application.

The Deputy Chief Election Officer has direct responsibility for the following:

- Development and implementation of **GECOM's** Strategic and Operational Plans
- Directing and coordinating the strategies and programmes of **GECOM**
- The coordination of the Annual Work Programme and Budget
- Monitoring of the effective use of funds, property, equipment and facilities of **GECOM** as well as resource allocation
- Administration, organization and control of all staff of **GECOM**
- Finance and Accounts
- Human Resources Management
- Information Management
- Monitoring and evaluating the performance of staff and of respective Departments

The Incumbent is responsible for ensuring that **GECOM** fulfills its mission of conducting all elections to the satisfaction of all stakeholders.

The **Deputy Chief Election Officer** is also responsible for ensuring that a comprehensive Voters Education Programme is conducted towards facilitating all eligible and registered persons exercising their vote.

The Internal Audit function also resides in the **Office of the Deputy Chief Election Officer** who is the Deputy Accounting Officer of **GECOM** and is responsible for monitoring the review of the accounting, financial management and administrative operations of the Secretariat.

The Deputy Chief Election Officer must periodically determine the “**Major Job Objectives**” for each Department Head and identify and discuss with staff the “**Key Results Areas**” to be used as determinants of performance results.

Qualifications

- 1) A Post Graduate Degree in Public Administration, Law, Management or relevant Discipline from a reputable and recognized institution, and specific training and verifiable experience in managing election systems along with at least six (6) years experience in a senior management position overseeing and directing diverse operations aimed at achieving targets within specific deadlines. At least six (6) years experience in Management of National Elections and Election Systems is a prerequisite requirement.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 11.

(3) ASSISTANT CHIEF ELECTION OFFICER/ASSISTANT COMMISSIONER OF REGISTRATION

Under the direction of the Commission through the Office of the Deputy Chief Election Officer, the Assistant Chief Election Officer is responsible for the smooth functioning of all Divisions/Sections/Units/Offices within the ambit of the Operations Department.

The Incumbent's responsibilities include but are not limited to the following:

- Ensures that all field activities confirm to the relevant laws, regulations, GECOM policy directives and guidelines.
- Responsible for coordinating, directing and ensuring the implementation of all operational plans.
- Reviews operational plans relative to the effective availability and timely movement of all resources necessary to facilitate the registration of eligible persons and the conduct of all elections.
- Conducts regular monitoring/evaluation of the performance of the various Divisions/Sections/Units/Offices within the Operations Department.
- Responsible for the Coordination of the provision/distribution of all relevant materials, equipment, supplies, transport and other requisite resources that are pertinent to the registration and electoral processes.
- Responsible for ensuring the precise numbering of Polling Stations and accurate allocation of electors to the respective Polling Stations, in conformity with the legal provisions and policy guidelines of the Commission.
- Convenes regular briefing sessions with Registration Officers.
- Receives and reviews pertinent Reports, District/Area Plans and relevant Schedules of Activities.
- Liaises with the Police Force regarding the provision of security for all Polling Stations and for Registration Offices, as may be necessary; as well as for the safe custody of all registration and election materials and equipment.
- Any other duties as may be reasonably assigned by the Deputy Chief Election Officer from time to time.

Qualifications

1) A First Degree in Social Sciences, Humanities or related discipline from a reputable and recognized institution. Training and experience in electoral management practices and at least five (5) years experience in the management of national elections.

OR

2) A Diploma in Social Sciences, Humanities or related discipline from a reputable and recognized institution. Training and experience in electoral management practices and at least ten (10) years experience in the management of national elections.

- Qualifications in Elections Management and/or comprehensive knowledge of GECOM'S procedures and processes along with excellent oral and written communication skills and computer literacy would be considered an advantage.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 10.

(4) LOGISTICS MANAGER

Under the direction of the Commission through the Office of the Assistant Chief Election Officer, the incumbent's responsibilities include but are not limited to the following:

- Prepare macro plans for the procurement, receipt, security, distribution and eventual recovery of materials and equipment related to the activities.
- Prepare budget estimates for approval; and payment schedules for requisite supplies and services.
- Develop and implement an effective system of monitoring the quantities of supplies, including sensitive election materials.
- Arrange for the provision of security of polling stations throughout all the electoral Regions; and must establish a comprehensive communication system that will facilitate the transmission of election results by **GECOM**.
- Contribute to the identification and demarcation of boundaries for the administration of electoral units, based on analysis of the demographics relating to all People's Cooperative Units (PCUs).
- The **Incumbent** is required to participate in the overall planning for the registration of voters, the election process, and the distribution of national identification cards.
- The **Incumbent** must identify facilities and resources required for work in the field, with respect to the conduct of ID Card distribution, Registration and National, Regional and Local Government Elections.
- The Incumbent is required to participate in the identification, evaluation and orientation of staff to carry out the relevant electoral tasks; to supervise and report on their performance.
- The **Incumbent** must establish and maintain liaison with appropriate overseas electoral logistics counterparts for the exchange of information aimed at improving the logistics systems, quality of materials, cost-effectiveness of procurement, and for possible training in logistics.
- The **Incumbent** participates in determining on annual basis the “**Major Job Objectives**” for staff of the Division, and identifies and discusses with subordinates the “**Key Results Areas**” to be used as determinants of their performance on an annual or other periodic basis.

Qualifications

- 1) A First Degree in Social Sciences from a reputable and recognized institution, along with a sound working knowledge of the physical geography of Guyana and at least five (5) years relevant experience. Specific training in Logistics and/ or Operations would be an advantage.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 9.

(5) CIVIC AND VOTER EDUCATION MANAGER

Under the direction of the Commission through the Office of the Assistant Chief Election Officer, the incumbent responsibilities include but are not limited to the following: -

- Develops and produce materials; disseminates information and monitor the conduct of formal and informal voter education programmes that will provide registration and election specific information and motivational messages to the citizenry.
- Develops a comprehensive civic/voter education strategy, and related programmes aimed at identified target groups in various parts of the country, and must collaborate with relevant colleagues in the dissemination of information in order to avoid the transmission of conflicting messages, and equally important, the duplication of effort.
- Prepares, guides and supports the production of appropriate materials, messages and presentations, using the full range of electronic print and other media tools.
- Designs taking into consideration the different levels of understanding amongst the citizens of Guyana for information relating to the nature of democracy, the role of the citizen, and the voter registration and policy processes, and design appropriate communication methods and techniques to achieve the desired objective.
- Advises, guides, monitors and evaluates the work of the staff of the Division, and will account for the Division's overall performance.
- Determines the “**Major Job Objectives**” for each aspect of the Work Programme and identify and discuss with reporting staff the “**Key Results Areas**” to be used as determinants for measuring their performance.

Qualifications

1) A First Degree in Communication Studies or related discipline from a reputable and recognized institution along with three (3) years relevant experience.

OR

2) A First Degree in Education from a reputable and recognized institution, along with experience in Mass Media Training.

➤ Post Graduate Qualifications and Teaching Experience would be considered an advantage.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 9.

(6) LEGAL OFFICER

Under the direction of the Commission through the Office of the Chairman, the incumbent will:

- ✓ Ensures that all legal and statutory requirements are met by the Guyana Elections Commission, with particular reference to all Registration and Elections and performs the task of the Secretary of the Commission.

Responsibilities include but are not limited to the following: -

- The **Incumbent** is responsible for making recommendations for any amendments to the legislation and regulations relating to the administration of **GECOM**; conducts research and prepares briefs on the suitability of legislative amendments or procedural guidelines to facilitate the effective operations of the **GECOM**, particularly the framework of the two Acts: National Registration Act Chapter 19:08 and Representation of the People Act Chapter 1:03, to give guidance with respect to legislative changes for the **Guyana Elections Commission**.
- The **Incumbent** is required to construct checklists of all legal and statutory requirements so as to appraise the relevant **Guyana Elections Commission** officers of the relevant elements which impinge on their work and must monitor and otherwise assist in ensuring that these requirements are complied with for the registration and electoral process.
- The **Incumbent** shall be required to advise the Commission and prepare legal opinions in respect of all actions or applications filed against Guyana Elections Commission and if necessary to appear in any Court for and on behalf of the Commission.
- The **Incumbent** is required to have in-depth knowledge of the electoral laws governing the operations and function of GECOM and any other legal issues on which the Commission may require advise and guidance.
- The **Incumbent** assists in the examination of various legal instruments, identifies inconsistencies; advises on the legal implications and makes recommendations for appropriate treatment, as well as draws up legal documents and contracts.
- The **Incumbent** is required to scrutinize the validity of claims/complaints by individuals or agencies regarding the nature, timeliness, and other features affecting matters related to **GECOM** activities and to advise on appropriate responses or actions. The Incumbent must also undertake research on legal theories and principles and their relationship to specific laws or court judgements as they relate to the functioning of **GECOM**.
- The **Incumbent** participates in determining on an annual basis the “**Major Job Objectives**” for such Staff members as may be assigned and identifies and discusses with subordinates the “**Key Results Areas**” to be used as determinants to their performance results on a quarterly and annual basis.

Qualifications

- 1) Bachelor of Laws Degree from a reputable and recognized institution.
 - 2) Applicants must be admitted and have practiced Law in Guyana for at least three (3) years.
- Experience in Corporate Services and Legal/Legislative Drafting; working knowledge of the Laws governing elections would be considered an advantage.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 9.

(7) CHIEF ACCOUNTANT

Under the direction of Commission, through the Office of the Chief Elections Officer, the incumbent will:

Be responsible for providing technical and managerial leadership in planning, implementing and evaluating the financial resource systems for **GECOM**. Such systems include Financial/Cash Accounting and Management; Budgeting; Fixed Assets Management and the management of the Integrated Financial Management Information System (IFMIS).

Responsibilities include but are not limited to the following:-

- Designing and implementing systems for general accounting, including Programme budgeting, analysing financial performance of the operations and estimating future expenditure.
- Preparing interim Financial Statements, including Balance Sheets and Income and Expenditure Statements.
- Applying principles of Financial Management, administrative processes and systems; cost management, control and evaluation; and of achieving organisational objectives in the preparation of Reports, financial policies, procedures and practices.
- Ensuring the efficient management of cash resources.
- Reviewing accounting systems and procedures for prompt and full accountability for all financial transactions relating to receipts and payments.
- Designing and implementing value for money accounting procedures.
- Interpreting financial statements to prepare monthly financial reports, with ratio analysis, comparative analysis to show performance, and graphs to illustrate trends.
- Undertakes any other relevant duties that may be assigned from time to time.

Qualifications

- 1) A First Degree in Accounting from a reputable and recognized institution, along with six (6) years experience as a senior manager with a sound knowledge of public financial management, financial analysis and financial accounting; Computer literacy would be advantageous.

OR

- 2) Professional Accounting qualification, that is, ACCA or ICMA; with six (6) years experience as a senior manager with a sound knowledge of public financial management, financial analysis and financial accounting. Computer literacy would be advantageous.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 9.

Applications must include a detailed *Curriculum Vitae* along with two (2) recent letters of recommendations. Envelopes should be clearly marked “Vacancy for” addressed to:

**CHAIRMAN
Elections Commission Secretariat
Lot 41 High Street
Kingston, Georgetown.**

- **Electronic applications must be signed by the applicant and should be sent via email to: applications@gecom.org.gy**
- **Applications should be submitted no later than 14th October, 2021.**
- **Detailed job descriptions/job specifications can be accessed on GECOM’s website at <https://gecom.org.gy/home/vacancies>**