



GUYANA ELECTIONS COMMISSION
VACANCIES FOR TEMPORARY FIELD STAFF

The Guyana Elections Commission (GECOM) is inviting applications from suitably qualified persons for the position of:

RETURNING OFFICERS

Functions

A Returning Officer will be responsible for the conduct of Local Government Elections 2018 in his/her Local Authority Area. He/she reports to the Chief Election Officer through the Deputy Chief Election Officer and Assistant Chief Election Officer as may be required.

Duties:

- Responsible for the proper conduct of the poll within his/her Local Authority Area.
- Maintaining close liaison and coordination with the Chief Election Officer and the Elections Secretariat.
- Supervising the work of the Deputy Returning Officer, Election Clerk (s) and all other Election Officials within the Local Authority Area.
- Administering the Oath of Office to all relevant staff members before they perform any function under the Local Authorities (Elections) Act Chapter. 28:03.
- Assisting with the training of Polling Day Officials.
- Conducting recount of votes, if requested.
- Declaring the results of the poll in his/her Local Authority Area.

Requirements:

A first degree in Public Management/ Administration or related discipline from a recognized and reputable institution, along with at least five (5) years relevant experience.

OR

A Diploma /Certificate in Public Management/Administration or related discipline from a recognized and reputable institution and along with at least five (5) years of relevant experience.

OR

Any other qualification (s) deemed relevant along with at least five (5) years relevant experience.

Applications with detailed *Curriculum Vitae* including the names of two (2) references should be submitted **no later than August 2, 2018** to:

The Chief Election Officer

Guyana Elections Commission
41 High and Cowan Streets
Kingston, Georgetown.

Applications must be placed in the boxes located for this purpose at GECOM's Head Office at Fort and Barack Streets, Kingston, Georgetown also at Registration Offices within the Respective Administrative Regions across Guyana.