

**GUYANA ELECTIONS COMMISSION  
VACANCIES FOR TEMPORARY FIELD STAFF**

GECOM is inviting applications from suitably qualified persons for the position of:

**1. PRESIDING OFFICERS**

**Functions**

The Presiding Officer is responsible for all operations at Polling Stations.

**Duties:**

- Ensuring that the Polling Station is arranged according to a suggested layout.
- Ensuring that signs and warnings are in place.
- Determining the six-digit number for the stamp (Official Mark).
- Sealing and placing ballot box in position.
- Preparing electoral ink for stamping.
- Ensuring that Polling Day Staff subscribe to an oath.
- Ensuring that Polling Stations function in an orderly manner at all times.
- Declaring the poll open.
- Determining, when required, whether a voter is eligible to cast his/her vote.
- Administering Oaths/Affirmations.
- Making entries in the Poll Book.

**Requirements**

A Trained Teacher's Certificate along with three (3) years relevant experience

**OR**

Any other qualification deemed relevant with a minimum of five (5) years relevant experience.  
Senior/Retired Officers from the Public Service are encouraged to apply.

**2. ASSISTANT PRESIDING OFFICERS**

**Duties:**

- Assisting in the management of the Polling Station.
- Dealing with ordinary voters.
- Double-checking the National Identification Card against the Registration Record.
- Entering on the counter-foil of the ballot paper, the serial number of the voter as it appears on the official list of voters.
- Stamping the official mark on the back of the ballot paper.
- Demonstrating and instruct the voter how to fold the ballot paper after voting.
- Delivering the ballot paper to the voter and direct him/her to the voting compartment and the Ballot Clerk.

**Requirements**

A Trained Teacher's Certificate along with three (3) years relevant experience

**OR**

A minimum of six (6) passes at GCE 'O' Level or CXC including English Language and Mathematics along with five (5) years experience.

**OR**

Any other qualification deemed relevant together with a minimum of five (5) years relevant experience.

**3. POLL CLERKS**

**Duties:**

- Managing the queue.
- Interviewing the voter when he/she approaches the desk.
- Requesting the voter to produce his/her National Identification Card.
- Checking all documents to ensure that the voter is entitled to vote.
- Announcing loudly, the serial number and name of the voter.
- Referring voters to the Assistant Presiding Officer/ Presiding Officer.

**Requirements**

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics. Previous experience would be an asset.

**4. BALLOT CLERKS/COUNTING ASSISTANTS**

**Duties:**

- Monitoring the ballot box.
- Ensuring that the voter's finger is stained with electoral ink and allow him/her to cast his/her vote.

- Instructing the voter to leave the polling station.

**Requirements**

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics. Previous experience would be an asset.

**5. INFORMATION CLERKS**

**(Where necessary)**

**Duties:**

- Checking for the name of the voter on the list.
- Directing the voter to the polling station in the compound where he/she has to vote.
- Advising the voter to check with the Office of the Registration Officer for the Registration Area if his/her name is not found on the list.

**Requirements**

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics. Computer literacy along with previous experience would be advantageous.

Applications with detailed *Curriculum Vitae* should be submitted **no later than 30-September-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.

**Persons who have previously applied or participated in training need not reapply.**