

GUYANA ELECTIONS COMMISSION

VACANCY

Applications are invited from suitable qualified persons to fill the position of:

RESEARCH OFFICER

Under the supervision, direction and control of the Chairman, Guyana Elections Commission, the Incumbent is responsible for:

- 1) Undertaking for the Commission; research and analysis of data relating to projects
- 2) Carrying out research to locate precedents, documents, authorities for action, references, etc. to support certain conclusions or recommendations for line of approach in dealing with matters receiving attention.
- 3) Carrying out field surveys to ascertain public opinion on specific organization activities or to determine trends, etc.
- 4) Collecting, storing and retrieving research materials.
- 5) Presenting statistical analysis of all research data.
- 6) Quantifying and interpreting statistical data.
- 7) Assisting in structuring and organizing research projects and surveys, designs questionnaires and research formats.
- 8) Preparing reports on research being undertaken.
- 9) Performs any other related duties that may be assigned from time to time.

Requirements

A Bachelor's Degree in Economics, Statistics, Mathematics or Social Studies or any other related discipline from a recognized and reputable institution, along with three (3) year's experience in the field of research or statistics.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 8, \$272,697- \$475,925.

Applications must include a detailed *Curriculum Vitae* along with two (2) recent letters of recommendation and should be submitted no later than 28th March, 2018

Envelopes should be clearly marked "Vacancy for Research Officer" addressed to:

**Chairman
Elections Commission Secretariat
Lot 41 High & Cowan Streets
Kingston
Georgetown**

NB: Applicants who have expressed interest previously for the Research and Planning Officer Advertisement, need not apply.