GUYANA ELECTIONS COMMISSION
VACANCY

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

LEGAL OFFICER/SECRETARY TO THE COMMISSION

Under the direct supervision of and reporting to the Chairman, the incumbent will:

- Ensure that all legal and statutory requirements are met by the Guyana Elections Commission, with particular reference to all Elections and performs the tasks of the Secretary of the Commission.

Responsibilities include but are not limited to:-

(a) Constructing a check list of all legal and statutory requirements; appraises the relevant Guyana Elections Commission Officers of the elements of that list which impinge on their work; and monitors and otherwise assists in ensuring that these requirements are complied with for the registration and electoral process.

(b) Monitoring the framework of the three acts: National Registration Act Chapter 19:08 , Representation of the People Act Chapter 103 and Local Government Elections Act of 28:03 with a view to making suggestions to the Chairman and the Chief Election Officer about legislative changes which appear desirable to improve the efficiency and effectiveness of Guyana Elections Commission.

(c) Providing legal guidance to the Chairman and Elections Commission on all aspect of the registration and electoral processes.

(d) Preparing drafting briefs for discussion with the Chief Parliamentary Counsel, the Attorney General, or other Counsel with respect to amendment, regulations or notices related to registration and elections or other aspects of Guyana Elections Commission work.

(e) Advising on all statutory provisions and requirements that are to be met by the Commission and the Secretariat and participate in training programmes of Guyana Elections Commission.

(f) Undertaking necessary research, particularly in respect of electoral and registration laws of other jurisdictions, to provide a comparative analysis with local laws.

(g) Performing duties as Secretary to the Commission

(h) Undertaking any other relevant duties that may be assigned from time to time.

Qualifications

- Applicants must possess a Legal Education Certificate and admitted to practice Law in Guyana
- At least four (4) years relevant experience

Applications must include a detailed Curriculum Vitae along with two (2) letters of recommendations, of which one (1) must be from a current or last employer and should be submitted no later than **February 17,2017** to the:

CHAIRMAN
Guyana Elections Commission
Lot 41 High Street
Kingston, Georgetown.