



# GUYANA ELECTIONS COMMISSION

## VACANCY NOTICE

Applications are invited from suitably qualified persons to fill the temporary position of **ASSISTANT REGISTRATION OFFICER** for House to House Registration.

**Under the direct supervision of the Registration Officer, the ARO will have the following key responsibilities:**

- 1) Determining correct registration divisions and validity of registration applications.
- 2) Assisting the Registration Officer in the management of the Temporary Offices.
- 3) Assisting in the submission and receipt of registration transactions and reports.
- 4) Assisting in the maintenance of transaction ledgers.

### Qualifications

Diploma in Management/Administration from a recognized and reputable institution along with two (2) years of experience in national registration.

OR

Certificate in Management/Administration from a recognized and reputable institution along with three (3) years of experience in national registration.

OR

Six (6) subjects GCE 'O' Level or CXC Examinations including English Language and Mathematics along with five (5) years of experience in national registration.

Any other relevant qualification may also be considered.

Applications must include a detailed *curriculum vitae* and should be submitted no later than **15 March 2019** to:

**Chief Election Officer  
Guyana Elections Commission  
Lot 9 Fort & Barrack Streets  
Kingston  
Georgetown**

Applications must be placed in the boxes located for this purpose at GECOM's Head Office and also at Registration Offices within the respective Administrative Regions across Guyana.

**Working hours will be Monday to Friday from 16:00hrs – 19:00hrs  
and Weekends from 08:30hrs – 16:30hrs.**