

GUYANA ELECTIONS COMMISSION
SENIOR MANAGEMENT POSITION DESCRIPTION

POSITION TITLE: CHIEF ELECTION OFFICER REPORTS TO: CHAIRMAN & COMMISSIONERS OFFICE: CHIEF ELECTION OFFICER	POSITION CODE: AGREED TO BY: APPROVED: EFFECTIVE DATE:
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I. ACCOUNTABILITY OBJECTIVE:

Plans, directs and coordinates activities of the permanent Secretariat of the Commission and oversees all aspects of the conduct of elections of the National Assembly; the Regional Democratic Councils and Local Government Elections, and all national and local referenda, in Guyana. Responsible for the registration of electors.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Chief Election Officer** is required to play the key leadership role in the Secretariat of **the Guyana Elections Commission (GECOM)**, with responsibility for implementing all aspects of its operations, and ensuring that results achieved are consistent with the laws of Guyana and the policies determined by the **Commission**.

The incumbent advises the **Commission** on policy matters and their implementation; the interpretation of relevant legislation, and reports on their application.

The Chief Election Officer has direct responsibility for the following:

- Development and implementation of **GECOM's** Strategic and Operational Plans
- Directing and coordinating the strategies and programmes of **GECOM**
- The coordination of the Annual Work Programme and Budget
- Monitoring of the effective use of funds, property, equipment and facilities of **GECOM** as well as resource allocation
- Administration, organization and control of all staff of **GECOM**
- Finance and Accounts
- Human Resources Management
- Information Management
- Monitoring and evaluating the performance of staff and of respective Departments

The Incumbent is responsible for ensuring that **GECOM** fulfills its mission of conducting all elections to the satisfaction of all stakeholders.

The **Chief Election Officer** is also responsible for ensuring that a comprehensive Voters Education Programme is conducted towards facilitating all eligible and registered persons exercising their vote.

The Internal Audit function also resides in the **Office of the Chief Election Officer** who is the Accounting Officer of **GECOM** and is responsible for monitoring the review of the accounting, financial management and administrative operations of the Secretariat.

The Chief Election Officer must periodically determine the “**Major Job Objectives**” for each Department Head and identify and discuss with staff the “**Key Results Areas**” to be used as determinants of performance results.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The Incumbent relates to the following areas/titles internally in carrying out accountability objectives)

AREA/TITLE INTERNAL:	RESPONSIBILITY
Chairman and Commission	To participate in meetings of the Commission to formulate policies and plans; to establish procedures in implementing policy directives; to participate in formulation of strategies to be implemented by Departments of GECOM ; to report on a regular basis on the activities of the Secretariat.
Senior Management Team	To provide leadership in reviewing strategies; design programmes and projects to achieve Departmental and organizational targets; and review progress and accountability; to collaborate in the preparation of strategic, development plans and objectives.
Deputy Chief Election Officer, Operations	To plan, direct and advise on activities related to the registration of electors; to review strategies related to registration of electors; to review information on delineation of polling divisions and constituency boundaries; to correct errors appearing in registers; to

	adjudicate in disputes and provide guidance in electoral matters.
Deputy Chief Election Officer, Administration	To plan, direct and advise on the corporate management of GECOM through the relevant Departments.
Internal Audit	To coordinate the conduct of audits of accounting records and management systems of GECOM .
Manager, Finance & Accounts	To review performance of financial and accounting systems and advise on solution of related problems.
Manager, Human Resource	To discuss/review human resource management functions; to advise on administrative matters.
Confidential Secretary	To plan/discuss/review administrative duties for CEO.
Secretariat Management Committee	To review and evaluate reports of implementation activities, and agree recommendations for remedial and/or improved actions; to participate in the approval of projects and allocation of resources.
Financial Management Committee	To discuss/review the implementation of programmes and projects and approve operational plans and budgets.
Communications and Public Relations Committee	To discuss/review matters pertaining to the creation and dissemination of information, and the compilation of information to support the decision-making process.
Human Resources Management Committee	To Monitor procedures related to hiring, determination of appropriate compensation and evaluating performance of staff; to participate in the identification of staff developmental programmes; for permanent staff to advise on industrial relations and occupational health and safety issues and concern; to plan staff; to plan the development and delivery of training programmes to temporary employees for specific registration and polling tasks.
Employee Representation	To discuss and settle staff relations issues.

EXTERNAL:

Ministry of Finance	To relate regarding quantum and timeliness of funding for budgeted activities.
Ministry of Foreign Affairs	To ensure provision for registration of eligible non-resident electors; to arrange and monitor voting process.
Stakeholders	To exchange observations and agree on actions to address issues raised.
Auditor General	To facilitate financial and operational audits; to ensure compliance with GECOM's policies and procedures in the conduct of annual audits.
Private/Public Sectors Organisations	To advise/answer queries on registration and related electoral matters.
Officials of Political Parties/Organisations	To respond to concerns expressed; to provide information on national interest as well as on policies and procedures of GECOM ; to represent GECOM as appropriate.
Donor Agencies/Regional/International Organisations	To provide information on national issues; to respond to queries on electoral matters; to discuss/negotiate the provision of relevant support mechanisms and facilities.
Media	To provide information on current issues, procedures related to the electoral process.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Deputy CEO (Operations)
Deputy CEO (Administration)
Manager, Finance & Accounts
Internal Auditor
Manager, Human Resource
Confidential Secretary

INDIRECTLY

All Managers
Supervisory Staff
Non-Management Staff

D. MACHINES, TOOLS, WORK AIDS AND EQUIPMENT, CONTROLLED BY THIS POSITION AND USED BY SUBORDINATES INCLUDE THE FOLLOWING:

MACHINES	TOOLS	WORK-AIDS	EQUIPMENT
Computer Printer Fax Photocopier	Pens Pencils	All Elections Legislation Acts: <ul style="list-style-type: none"> - National Registration Act, Cap. 19:08 - The Representation of the People Act, Cap. 103 - Amendments of the Election Laws of Guyana Files, Cabinets, Stamps Registers, Database Guidelines and Advisories Strategic Plan Forms: Guyana Elections Commission: - Pre, Peri – and Post Election Manuals of Rules and Regulations Work Programmes Annual Budget Manpower Plan Training Plan Code of Conduct Human Resource Procedure Manual Performance Appraisal Manual Job Evaluation Manual Departmental Work Plan Disciplinary Code Occupational Health & Safety Manual Operational Plans	Telephone Radio

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES:

(The following responsibility statements identify specific duties necessary to attain the GECOM’s overall objectives while not precluding the position holder from carrying out other related activities that may be inherent in the position)

PREPARES the strategic plan, work programme, budgets and authorizes relevant expenditure taking into consideration **GECOM’s** Mission, its internal and external environments and the needs and priorities of the Commission.

REVIEWS Departmental Reports and performance audits; provides direction and advises on improvements and resolution of problems.

MANAGES the registration of electors, and the conduct of elections of members of the National Assembly, the Regional Democratic Councils and Local Government Authorities, and of all national or local referenda, in Guyana.

SUPERVISES and **MONITORS** the establishment of the Central Register of citizens from which a voters' roll may be extracted, and the issue of National Identification Cards as appropriate.

UNDERTAKES all activities, as required by law, for the efficient conduct of elections and referenda under the direction of the Guyana Elections Commission.

ENSURES the continuing development of GECOM to meet the changing needs of all stakeholders, utilizing technological developments suitable to national conditions and affordable within national resources.

INITIATES, PLANS and **MANAGES** the activities of multiple programme areas with completing/complementary priorities in collaboration with managers.

GUIDES Senior Management on **GECOM's** policies in the development of Programmes and Projects and associated budgets and ensures that mechanisms for implementation are in place.

COORDINATES the preparation, appraisal and evaluation of the Secretariat's programmes and projects arising out of the Strategic and Operational Plans.

EXAMINES and **EVALUATES** existing research and development methodologies of the electoral process on a global basis and sets in train on-going measures to improve the efficacy, efficiency and integrity of the national electoral process.

ENSURES that there is a sufficiency in both quality and quantity of all necessary resources – the targeted outcomes and timely satisfaction of resource requirements. Assists in identifying programmes to develop human resources for maximum motivation and performance.

ASSISTS in the selection of senior managerial personnel, and conducts evaluation of performance of individual staff and of operational units; and recommends intervention to remedy weaknesses and/or improve performance.

SCANS the internal and external environment within which **GECOM** operates and assesses the impact of factors that are likely to influence the business of **GECOM**, currently and into the foreseeable future.

ESTABLISHES procedures for implementing policy directives, and takes leadership role in interpreting policies, programmes.

ARRANGES meetings with Senior Management Team, collaborating Agencies and other stakeholders, and contributes to the identification of priority areas.

PROVIDES the **Chairman** and **Commissioners** with up-to-date decision support information flowing out of policy analyses, research studies, socio-economic studies and prepares management reports to facilitate Commissioners' decisions.

QUALIFICATION AND EXPERIENCE PROFILE:

A Post Graduate Degree in Public Administration, Law, Management or relevant Discipline from a reputable and recognized institution, and specific training and verifiable experience in managing election systems along with at least ten (10) years experience in a senior management position overseeing and directing diverse operations aimed at achieving targets within specific deadlines. At least ten (10) years experience in Management of National Elections and Election Systems is a prerequisite requirement.