

## GUYANA ELECTIONS COMMISSION

### SENIOR MANAGEMENT POSITION DESCRIPTION

POSITION TITLE:	CIVIC/VOTER EDUCATION MANAGER	POSITION CODE:
REPORTS TO:	ASSISTANT CHIEF ELECTION OFFICER	AGREED TO BY:
DIVISION:	CIVIC AND VOTER EDUCATION	APPROVED:
DEPARTMENT:	OPERATIONS	EFFECTIVE DATE:

#### I. ACCOUNTABILITY OBJECTIVE:

Responsible for informing and educating the voting population on the electoral processes, from registration to the declaration of results, through the dissemination of relevant materials and the conduct of related training and educational activities.

#### II. DIMENSIONS OF POSITION:

##### A. NATURE AND SCOPE OF THE POSITION:

- Develops and produce materials; disseminates information and monitor the conduct of formal and informal voter education programmes that will provide registration and election specific information and motivational messages to the citizenry.
- Develops a comprehensive civic/voter education strategy, and related programmes aimed at identified target groups in various parts of the country, and must collaborate with relevant colleagues in the dissemination of information in order to avoid the transmission of conflicting messages, and equally important, the duplication of effort.
- Prepares, guides and supports the production of appropriate materials, messages and presentations, using the full range of electronic print and other media tools.
- Designs taking into consideration the different levels of understanding amongst the citizens of Guyana for information relating to the nature of democracy, the role of the citizen, and the voter registration and policy processes, and design appropriate communication methods and techniques to achieve the desired objective.
- Advises, guides, monitors and evaluates the work of the staff of the Division, and will account for the Division's overall performance.
- Determines the “**Major Job Objectives**” for each aspect of the Work Programme and identify and discuss with reporting staff the “**Key Results Areas**” to be used as determinants for measuring their performance.

## **PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

### **AREA/TITLE:**

### **RESPONSIBILITY:**

Deputy Chief Election Officer (Operations)

To discuss, agree and review policy, strategies, programmes and projects related to the effective delivery of civic/voter Information and education.

Deputy Chief Election Officer  
(Administration and Electoral Support)

To liaise regarding procurement of necessary production equipment and materials.

Human Resource Manager

To coordinate recruitment, placement of new staff, and to clarify related working conditions.

Information Technology Manager

To discuss the design and preparation of appropriate electronic messages.

Senior Management Team

To share perspectives and ensure implementation procedures are synchronized; to analyse recommendations, assess applicability and implications of programmes; to participate in briefing session, meetings that impact on the voter education process.

Logistics Manager

To agree coordination of movement of equipment and of the mechanisms of transmission.

Communication and Public Relations Officer

To collaborate in the dissemination of information to avoid complicating messages and duplication of effort; to compare and reconcile approaches to issues requiring specific attention; to advise, guide and monitor implementation of agreed policies and programmes.

Statutory Committee

To participate in the decision making process regarding policy and implementation.

### **EXTERNAL:**

Ministries and Statutory Agencies

To liaise, inform and reconcile information and positions on issues of strategic importance.

Donor Agencies, NGO's, Overseas Comparator Organisations

To discuss, obtain and review forms of support to the communication process.

**C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:**

**DIRECTLY**

Voter Education Officer

**INDIRECTLY**

Voter Education Assistant  
Regional Voter Education Assistant

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

<b>MACHINES</b>	<b>TOOLS</b>	<b>WORK-AIDS</b>	<b>EQUIPMENT</b>
Computer Printer Fax Photocopier	Pens Pencils Stapler Calculator	GECOM Mission/Strategy Relevant Laws, Regulations Code of Conduct Department Operational Plans Statutory Reports/Special Reports Newsletters Circulars Periodicals Flip Charts Work Plan Posters Fliers Markers Screen Performance Appraisal Manual Electoral Supplies Registration Supplies	Vehicle Projector Audio/Video

**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)**

**MANAGES** and **COORDINATES** the development of Civic/Voter Education Strategy, and Operational Plan.

**DEVELOPS** and **DIRECTS** the implementation of agreed programmes and projects.

**ARRANGES** collaboration with relevant Departments/Divisions/Units for efficient production and effective dissemination of all informational materials.

**CONDUCTS** research and prepares reports on new initiatives/projects to be undertaken in communicating with the citizenry.

**MONITORS** closely the responses to outputs of the civic/voter education programme.

**REVIEWS** closely and reports on the performance of Regional Support Staff. **ARRANGES** for regular feedback from Regional Support Staff.

**DEVELOPS** and **IMPLEMENTS** relevant training and remedial action to address identified performance gaps.

**SERVES** as member of the Management Team of the **Guyana Elections Commission**.

**REPRESENTS** the **Guyana Elections Commission** as appropriate in meetings with stakeholders and representatives of other organisations.

### **QUALIFICATION AND EXPERIENCE PROFILE**

1) A First Degree in Communication Studies or related discipline from a reputable and recognised institution along with three (3) years relevant experience.

**OR**

2) A First Degree in Education from a reputable and recognized institution, along with experience in Mass Media Training.

➤ Post Graduate Qualifications and Teaching Experience would be considered an advantage.