

GUYANA ELECTIONS COMMISSION

SENIOR MANAGEMENT POSITION DESCRIPTION

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| POSITION TITLE: LOGISTICS MANAGER | POSITION CODE: |
| REPORTS TO: DEPUTY CHIEF ELECTION OFFICER | AGREED TO BY: |
| DEPARTMENT: OPERATIONS | APPROVED: |
| DIVISION: LOGISTICS | EFFECTIVE DATE: |

I. ACCOUNTABILITY OBJECTIVE:

Responsible for comprehensive coordination of all activities aimed at ensuring the adequate and timely acquisition, storage and distribution of all resources necessary to support and facilitate the electoral process throughout the country, and for arranging retrieval as appropriate.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

- Prepare macro plans for the procurement, receipt, security, distribution and eventual recovery of materials and equipment related to the activities;
- Prepare budget estimates for approval; and payment schedules for requisite supplies and services;
- Develop and implement an effective system of monitoring the quantities of supplies, including sensitive election materials;
- Arrange for the provision of security of polling stations throughout all the electoral Regions; and must establish a comprehensive communication system that will facilitate the transmission of election results by **GECOM**
- Contribute to the identification and demarcation of boundaries for the administration of electoral units, based on analysis of the demographics relating to all People's Cooperative Units (PCUs).
- The **Incumbent** is required to participate in the overall planning for the registration of voters, the election process, and the distribution of national identification cards.
- The **Incumbent** must identify facilities and resources required for work in the field, with respect to the conduct of ID Card distribution, Registration and National, Regional and Local Government Elections.
- The Incumbent is required to participate in the identification, evaluation and orientation of staff to carry out the relevant electoral tasks; to supervise and report on their performance.
- The **Incumbent** must establish and maintain liaison with appropriate overseas electoral logistics counterparts for the exchange of information aimed at improving the logistics systems, quality of materials, cost – effectiveness of procurement, and for possible training in logistics.

- The **Incumbent** participates in determining on annual basis the “**Major Job Objectives**” for staff of the Division, and identifies and discusses with subordinates the “**Key Results Areas**” to be used as determinants of their performance on an annual or other periodic basis.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

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

| AREA/TITLE | RESPONSIBILITY |
|---|---|
| INTERNAL: | |
| Deputy Chief Election Officer | To discuss, review and agree implementation strategy, plans procedures regarding all the field activities relevant to the electoral process. |
| Logistics and Supplies Coordinator | Discuss and agree the identification of sites, and implementation of plans for them to be adequately supplied. |
| Communication Officer | To review plans and to guide the development, establishment, and maintenance of the GECOM Communication Network during continuous operations. |
| Regional District Logistics Coordinator | To monitor the coordination of agreed operational plans; and to review statistical data and related reports. |
| Transport Officer | To liaise regarding timely mobility of human and material resources. |
| Chief Finance Officer | To discuss payment schedule; reconcile budgeted expenditure. |
| Security Officer | To Liaise regarding appropriate security measures. |
| Operational Committees | To participate in all relevant operational planning activities. |
| EXTERNAL: | |
| Overseas Suppliers | To liaise regarding procurement of special materials particularly in relation to security features. |

Police Department

To arrange for security relevant to sites in the field.

Regional Administrators, NGO's,
Other Agencies

To liaise regarding the availability and provision of infrastructural facilities; buildings equipment, staffing mobility and communications.

c. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Logistics Coordinator (Logistics & Supplies Section)
Communication Officer
Logistics Coordinator (Regional/District Section)

INDIRECTLY

Logistic Assistant
Communication Assistant
Regional Office Coordinator
Radio Operator
Regional Office Assistant

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 Marker Stapler | All Election Legislation Forms: Guyana Elections Commission: - Pre, Peri – and Post-Election Manuals of Rules, Regulations and Directives Code of Conduct Strategic Plan Operational Plan National Registration Act, Cap. 19:08 The Representation of the People Act, Cap. 103 Amendments of the Election Laws of Guyana Local Government Elections Act, Chap. 28:03 Guidelines and Advisories Annual Budget Manpower Plan Training Plan Human Resource Procedure Manual Performance Appraisal Manual Job Evaluation Manual Departmental Work Plan Disciplinary Code Occupational Health & Safety Manual | Telephone Vehicles Camera |

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| | | Laws of Guyana Files Cabinets Stamps GECOM Policies Operational Manual Registers Database Diskettes | |
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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)

ASSISTS in managing the electoral operations at all locations throughout the country.

ASSISTS in identifying and certifying locations for polling stations and district offices.

ENSURES the effective execution of the transportation and communication functions regarding registration and elections.

PREPARES guidelines for the identification of registration centres and polling stations.

RECOMMENDS for approval demarcation of new Poll boundaries, coordinates demarcation of established boundaries.

COORDINATES the collection of field data and staff reports to facilitate central planning and decision making; and the completion of reports for transmission to the Commission.

MONITORS the preparation of detailed plans for the procurement, receipt, storage and distribution of supplies.

DETERMINES the quantities of supplies to be ordered; identifies reliable supplier (local and overseas), and checks for adherence to specifications and for quality of performance.

ENSURES that an effective system of numbering ballot boxes is strictly observed.

OVERSEES the development of Standard Operational Procedures (SOPs) for GECOM's Communications.

EVALUATES staff performance and **ARRANGES** relevant training in the interest of staff development and the productivity of the Division.

QUALIFICATION AND EXPERIENCE PROFILE

- 1) A First Degree in Social Sciences from a reputable and recognized institution, along with a sound working knowledge of the physical geography of Guyana and at least five (5) years relevant experience.

Specific Training in Logistics and/ or Operations would be an advantage.