

**GUYANA ELECTIONS COMMISSION**

**SENIOR MANAGEMENT POSITION DESCRIPTION**

<b>POSITION TITLE:</b> RESEARCH OFFICER <b>REPORTS TO:</b> CHAIRPERSON <b>OFFICE:</b> OFFICE OF THE CHAIR <b>DEPARTMENT:</b> <b>DIVISION:</b> <b>SECTION:</b>	<b>POSITION CODE:</b> <b>AGREED TO BY:</b> <b>APPROVED:</b> <b>EFFECTIVE DATE:</b>
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**I. ACCOUNTABILITY OBJECTIVE:**

Responsible for coordinating the planning programme and activities of the respective operational units, and monitoring and evaluating their implementation; as well as maintaining an effective research centre for **GECOM**.

**II. DIMENSIONS OF POSITION:**

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

**Under the direct supervision of and reporting to the Chairperson, the incumbent's responsibilities include but are not limited to the following:**

1. Manual and digital compilation, classification, storage and retrieval of GECOM's policy documents and publications inclusive of its Minutes et al. (The establishment and management of a Documentation Centre)
2. Provision of access to the aforementioned documents, based on their classification and predetermined accessibility, to the Commission, staff, researchers and the public at large.
3. Active participation in internal meetings and respond to internal requests with the aim of providing references for their purpose of preparing documents: manuals, draft policy positions, publications, circulars, etc., provide any possible data which could impact the preparation and implementation of Work Programmes.
4. The establishment and activation of a Monitoring and Evaluations system for the purpose of monitoring and evaluating internal operations and every cycle of elections, training and registration.
5. Conducting research on registration, training and electoral matters and systems, at the behest of the organization; as well as initiating such research with due authorization, with the aim of aiding the development of GECOM in the sphere of its jurisdiction. In addition to lending advise and sharing information with, other agencies, through the Commission, whose responsibilities infringe on GECOM's existence and its operations.

6. Participating in the development of GECOM's Strategic Plan.

The **Planning and Research Officer** determines on an annual basis the "**Major Job Objectives**" for the Unit's Work Programmes and identifies and discusses with subordinate the "**Key Results Areas**" to be used as determinants to their performance results on a quarterly basis.

#### **B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:**

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

<b><u>AREA/TITLE:</u></b>	<b><u>RESPONSIBILITY:</u></b>
<b>INTERNAL:</b>	
Chief Election Officer	To discuss policy matters in the context of the Strategic/Medium Term Plan, and agree/advise coordination of implementation; to report on performance of projects/programmes; and review effectiveness of the PME system.
Senior Management Team	To review procedures, discuss/share information; to review periodic reports on the Work Programmes and specific projects and functions; to monitor plan implementation; to determine progress and adherence to objectives.
Information Technology Manager	To collaborate in the preparation of <b>GECOM's</b> plans, programmes and projects; to develop databases and evaluate collected data.
Communication and Public Relations Officer	To liaise with in respect of Strategies, Plans and Programmes which may require dissemination throughout <b>GECOM</b> and/or identified stakeholders, and the public, respectively.
Financial Management Committee	To participate in the review and the implementation of Divisional programmes and their budgetary implications.
Human Resource Management Committee	To review and evaluate the availability of relevant skills and the effective development of human resources; to liaise regarding the completion and analysis of relevant organisational data, which would facilitate the planning process.

**EXTERNAL:**

Ministries and other Government Agencies

To liaise with respect to the collecting/sharing and compilation of relevant information.

NGO's and other Stakeholders

To respond to requests for specific data information and arrange distribution.

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

**DIRECTLY**

**INDIRECTLY**

Documentation 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	Pens Pencils Stapler	Strategic Plan Medium Term Plan Operational Plan Policy Papers Project Planning Software Progress Reports Budget Project Reports Legislation Code of Ethics Performance Appraisal System Project Log Frame	Telephone

**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)

**PARTICIPATES** in the policy programme and project conceptualisation and formulation meetings of **GECOM's** Senior Management Team.

**INTERPRETS** policies and gives guidance in the development of relevant programmes and projects and their budgets.

**ENSURES** that effective mechanisms are in place for Performance, Monitoring and Evaluation, and for Programme/Project Management Systems.

**PROVIDES** the Chief Election Officer, Chairman and Commissioners with timely support information emerging from policy analysis, impact assessment studies, trend analysis, etc.

**CONDUCTS** on-going and specific research to provide relevant data and information to strengthen the **GECOM** image, and its information resource capability as well as to gather socio-economic data from primary and secondary sources.

**MANAGES** a Documentation Centre that would facilitate easy access to information of particular importance to the electoral process.

**COORDINATES** the Strategic Planning Preparation Process.

**INITIATES**, and **ASSISTS** in the preparation of policy papers.

#### **QUALIFICATION PROFILE:**

**EDUCATION** – A first degree in Sociology, Management, Economics, Education (Monitoring and Evaluation), Physics, Environmental Science (Geography). Mathematics and Information Technology or a research related discipline from a reputable and recognized institution with at least a pass in credit and three (3) years related experience.

- A research based Masters in the above mentioned areas will be a distinct advantage.
- Experience in the use of research and statistical software is essential.

**EXPERIENCE** – Preferably five years experience in conceptualisation design and coordination of planning, monitoring and evaluating systems together with training in research methodologies.