

GUYANA ELECTIONS COMMISSION

SENIOR MANAGEMENT POSITION DESCRIPTION

POSITION TITLE: MANAGER, VOTER REGISTRATION	POSITION CODE:
REPORTS TO: CHIEF ELECTION OFFICER	DEPARTMENT:
AGREE TO BY:	DIVISION: NATIONAL REGISTRATION AND ELECTORAL LISTS

I. ACCOUNTABILITY OBJECTIVE:

Responsible for collection of accurate information; its collation, recording, and storage for maintenance of an updated Register of Registrants (including persons fourteen years and over); as well as the production and distribution of valid National Identification Cards, to facilitate registrants casting their individual votes.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

- Plays pivotal role in the registration and electoral processes and in ensuring that they are all conducted in strict adherence to the Laws, Regulations and Rules, and are fully consistent with policies and directives of the **Guyana Elections Commission**.
- Ensures that staff supervised are effectively trained for, and oriented to, the tasks assigned them, in order that they are executed with the accuracy, reliability, confidentiality so necessary to the registration and electoral processes.
- Determines the required number and quality of staff, and participate in the selection of training procedures.
- Establishes systems and mechanisms for effective reporting of all activities related to the registration of registrants, the compilation of records, the production of valid identification cards, and their correct distribution.
- Reports accurately on the status of registration process, (including the registration of persons fourteen years and over), and to advise on and/or respond to all relevant queries and challenges to information provided by **GECOM**.

The Incumbent has direct responsibility for:

- Data gathering with respect to each registrant applying
- Validation of the eligibility of such registrants
- Certification of the respective particulars of each registrant
- Ensuring the correct photographic match to the related particulars of each registrant
- The accurate production and certification of each registrant's ID Card
- The delivery of the ID Card to the correct registrant
- The maintenance of accurate electoral lists

- Monitoring and evaluation of the performance of all reporting supervisory and non-management staff
- Periodically determine the **Major Job Descriptions** for each Officer and Supervisor within the Division and identify and discuss with them the “**Key Results Areas**” to be used as determinants of performance results.
- Any other duties that may be reasonably assigned from time to time.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIPS:

(The Incumbent relates to the following areas/titles internally and externally within the Nature and Scope of the Job)

<u>AREA/TITLE:</u>	<u>RESPONSIBILITY</u>
INTERNAL:	
Deputy Chief Election Officer (Operations)	To review strategies and discuss plans for implementing actions to achieve the targets set for the Division.
Senior Management Team	To collaborate fully in terms of materials and personnel to be utilized; to discuss logistical arrangements to be made; and in accounting for the productivity of joint efforts.
Deputy Chief Election Officer (Administration and Electoral Support)	To review arrangements for training of selected personnel for their assigned roles in registration and ID production processes.
Regional Offices/Coordinators	To give directions/guidance on the procedures to be observed and obtain feedback on problems to be resolved.
Registration and Election Officer	To discuss/review/coordinate activities related to the collection, collation and records of registrants, photography of registrants and the distribution of Identification Cards.
Supervisor, Data Entry, Registration and Electoral Lists	To discuss the processing of registration documentation and the maintenance and proper safeguards of records.
EXTERNAL:	
Political Parties, Stakeholders, NGO's, Registrants	To respond to queries and challenges of the Registration and Electoral Lists.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Registration and Election Officer
 Supervisor, Data Entry, Registration and Electoral Lists
 Supervisor, ID Production

INDIRECTLY

Supervisors
 - Regional Offices
 - Photography
 - Registration and Records
 Supervisor, ID Distribution
 Non-Management Staff

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

<u>MACHINES</u>	<u>TOOLS</u>	<u>WORK AIDS</u>	<u>EQUIPMENT</u>
Computer	Pens	All Election Legislation	Telephone
Printer	Telephone		Radio
Fax	Pencils	Forms: Guyana Elections Commission:-	
Photocopier	Stapler	Pre, Peri-and Post Election	
		Manuals of Rules, Regulations and Directives	
		Code of Conduct	
		Strategic Plan	
		Operational Plan	
		GECOM Policies	
		Operational Manual	
		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	
		Central Register	
		Guidelines and Advisories	
		Annual Budget, Manpower Plan	
		Training Plan	
		Human Resource Procedure Manual	
		Performance Appraisal Manual	
		Job Evaluation Manual	
		Disciplinary Code	
		Occupational Health & Safety Manual	
		Files, Cabinets, Stamps	
		Registers, Database, Diskettes	
		Master Registration Cards	
		List of Electors	
		Registration Records	

III. PRINCIPAL ACTIVITIES TO ATTAIN ACCOUNTABILITY OBJECTIVES

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

PREPARES operational plans for Division, budgets and approves expenditure within level of authority.

ENSURES the registration of all eligible registrants in accordance with approved procedure, and the accurate recording in the Central Register of all details pertinent to each individual registrant.

ORGANISES the assignment and supervision of the work of computer data entry and related staff engaged in the processing and maintenance of registration records.

MAINTAINS register of valid, cancelled and invalid registration.

MONITORS and EVALUATES the proper completion of registration forms for all registration areas.

ENSURES that Voter Registers are produced and available as required for electoral events.

INTERVIEWS persons making enquiries, interprets policies and procedures; and advises the public generally on matters relating to registration records.

COORDINATES the programmes of activities of the supervisory staff and ensures all actions taken adhere to the policies and directives circulated to the relevant subordinate staff.

REVIEWS field and other activity reports and advises as required on remedial or further developmental action to be taken.

REPRESENTS GECOM as appropriate at meetings with stakeholders and other organizational representation.

IV. QUALIFICATION AND EXPERIENCE PROFILE:

EDUCATION

A First Degree in Public Administration, Sociology, Management or related discipline.

EXPERIENCE

Substantial experience in the management of several detailed processes requiring a high level of accuracy; records management; as well as prior hands-on experience in election processes, especially in Voter Registration.