

GUYANA ELECTIONS COMMISSION

SENIOR MANAGEMENT POSITION DESCRIPTION

POSITION TITLE: ASSISTANT CHIEF ELECTION OFFICER	POSITION CODE:
REPORTS TO: DEPUTY CHIEF ELECTION OFFICER (OPERATIONS)	AGREED TO BY:
DIVISION:	APPROVED:
DEPARTMENT: OPERATIONS	EFFECTIVE DATE:

Under the control and supervision of the Deputy Chief Election Officer, the **Assistant Chief Election Officer** is responsible for the smooth functioning of all Divisions/Sections/Units/Offices within the ambit of the Operations Department.

Primary duties:

- 1) Ensures that all field activities confirm to the relevant laws, regulations, **GECOM** policy directives and guidelines.
- 2) Responsible for coordinating, directing and ensuring the implementation of all operational plans.
- 3) Reviews operational plans relative to the effective availability and timely movement of all resources necessary to facilitate the registration of eligible persons and the conduct of all elections.
- 4) Conducts regular monitoring/evaluation of the performance of the various Divisions/Sections/Units/Offices within the Operations Department.
- 5) Responsible for the Coordination of the provision/distribution of all relevant materials, equipment, supplies, transport and other requisite resources that are pertinent to the registration and electoral processes.
- 6) Responsible for ensuring the precise numbering of Polling Stations and accurate allocation of electors to the respective Polling Stations, in conformity with the legal provisions and policy guidelines of the Commission.
- 7) Convenes regular briefing sessions with Registration Officers.
- 8) Receives and reviews pertinent Reports, District/Area Plans and relevant Schedules of Activities.
- 9) Liaises with the Police Force regarding the provision of security for all Polling Stations and for Registration Offices, as may be necessary; as well as for the safe custody of all registration and election materials and equipment.
- 10) Any other duties as may be reasonably assigned by the Deputy Chief Election Officer from time to time.

Requirements

- A First Degree in Social Sciences, Humanities or related discipline from a reputable and recognized institution. Training and experience in electoral management practices and at least four (4) years experience in the management of national elections.

- Qualifications in Elections Management and/or comprehensive knowledge of GECOM'S procedures and processes along with excellent oral and written communication skills and computer literacy would be considered an advantage.