

GUYANA ELECTIONS COMMISSION

SENIOR MANAGEMENT POSITION DESCRIPTION

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

I. ACCOUNTABILITY OBJECTIVE:

Responsible for ensuring that all aspects of the registration, identification and election of candidates at national, regional and local government elections, are conducted in a free, fair and transparent manner.

II. DIMENSIONS OF POSITION:

A. NATURE AND SCOPE OF THE POSITION:

The **Deputy Chief Election Officer** is required to play the key leadership role in the Secretariat of **the Guyana Elections Commission (GECOM)**, with responsibility for implementing all aspects of its operations, and ensuring that results achieved are consistent with the laws of Guyana and the policies determined by the **Commission, through the Office of the Chief Election Officer.**

The incumbent advises the **Commission** on policy matters and their implementation; the interpretation of relevant legislation, and reports on their application.

The Deputy Chief Election Officer has direct responsibility for the following:

- Development and implementation of **GECOM's** Strategic and Operational Plans
- Directing and coordinating the strategies and programmes of **GECOM**
- The coordination of the Annual Work Programme and Budget
- Monitoring of the effective use of funds, property, equipment and facilities of **GECOM** as well as resource allocation
- Administration, organization and control of all staff of **GECOM**
- Finance and Accounts
- Human Resources Management
- Information Management
- Monitoring and evaluating the performance of staff and of respective Departments

The Incumbent is responsible for ensuring that **GECOM** fulfills its mission of conducting all elections to the satisfaction of all stakeholders.

The **Deputy Chief Election Officer** is also responsible for ensuring that a comprehensive Voters Education Programme is conducted towards facilitating all eligible and registered persons exercising their vote.

The Internal Audit function also resides in the **Office of the Deputy Chief Election Officer** who is the Deputy Accounting Officer of **GECOM** and is responsible for monitoring the review of the accounting, financial management and administrative operations of the Secretariat.

The Deputy Chief Election Officer must periodically determine the “**Major Job Objectives**” for each Department Head and identify and discuss with staff the “**Key Results Areas**” to be used as determinants of performance results.

B. PRINCIPAL ORGANISATIONAL RELATIONSHIP:

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

AREA/TITLE	RESPONSIBILITY
INTERNAL:	
Chairman and Commission	To submit reviews, recommendations, reports and other relevant documentation, and obtain agreement on policies, strategies and plans for appropriate action; to clarify specific issues and concerns.
Chief Election Officer	To discuss and agree on the formulation and execution of operational plans, and review progress as required; to obtain agreement for utilisation of budgeted funds; to assess available resources and agree implementation of work programme.
Deputy Chief Election Officer (Administration)	To liaise regarding the provision of all relevant materials, equipment, transport and other identified resources in support of GECOM’s elections operations.
Finance and Accounts Manager	To plan and coordinate the financing of training programmes for recruited electoral support staff; to review budgetary provisions and arrangements for disbursement of funds, as well as for accounting for their utilization.

Logistics Manager	To review plans for effecting the availability and timely movement of all necessary resources to facilitate the registration of eligible persons, ID Card distribution, and voting processes throughout the ten electoral regions.
Information and Technology Manager	To discuss the maintenance and updating of the GECOM database – compilation of lists of registrants/electors; and the capacity of the Information Technology Division to provide necessary support.
Civic & Voter Education Manager	To review plans, and progress reports on the implementation of the Voter Education programme, and to receive evaluation of responses, by region.
Voter Registration Manager	To exchange views and agree on the procedures processes and techniques for the effective collection, storage and retrieval activities relating to the registration and election records, throughout the various locations/offices.
Subordinate Managers	To discuss, coordinate, direct implementation of Divisional/Sectional Operational plans, and review progress.
EXTERNAL:	
Ministries and related Government Agencies, Regional Administrations, NGO's	To liaise and collaborate on the identification, provision and utilisation of all relevant resources, including infrastructural, financial and human resources and equipment for the effective conduct of the registration and electoral process.
Political Parties	To report on progress of implementation of respective election activities, and clarify concerns/queries regarding perceived gaps in the operations.
Other Stakeholders Media	To brief on developments regarding GECOM's operations and receive observations and other feedback.
Private Agencies	To obtain assistance in respect of similar facilities/services.
General Registrar Office	To collaborate regarding the record of deceased registrants and their removal from the Register of Registrants and Voters List.
Disciplined Forces	Discuss and plan organisation of necessary security.
Embassies, High Commissions,	To address relevant queries; to participate in

Disciplined Forces,
National Insurance Scheme

discussions on the registration and voting of
disciplined services.

Bureau of Statistics

To obtain/reconcile population data; to undertake checks
of reliability of information.

Immigration Department

To obtain information on departures.

Members of the Public

To supply relevant information to address identified
issues and concerns.

C. PERSONNEL SUPERVISED BY THIS POSITION INCLUDE:

DIRECTLY

Civic Voter Education Manager
Logistics Manager
Voter Registration Manager
Confidential Secretary

INDIRECTLY

Voter Education Officer
Registration & Election Officer
Logistics Coordinator (Logistics & Supplies Section)
Communication Officer
Logistics Coordinator (Regional/District Section)
Voter Education Assistant
Supervisor, Data Entry, Registration & Electoral Lists
Supervisor, Photography
Supervisor, Registration & Records
Supervisor, ID Production
Logistic Assistant
Communication Assistant
Regional Office Coordinator
Regional Voter Education Assistant
Assistant Data Entry Supervisor
Camera Technician/Trainer
Chief Photographer
Regional Officer Supervisor
Radio Operator
Regional Office Assistant
Data Entry Encoder
Print Assistant
Photographer
Encoder
Registration Clerk

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 Vehicle	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 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 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	Telephone Radio Camera Laminator Photographic Equipment and materials

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)

COMMUNICATES the mission and mandate of the Operations Department to managers, supervisors and other staff.

PREPARES plans, schedules and proposals for undertaking field exercises, along with estimates of costs, for approval of Commission.

CONDUCTS regular (weekly) meetings and briefing sessions with staff of department in order to relate status of work in progress, as well as to disseminate relevant information on development.

COORDINATES the preparation of annual and quarterly work programmes, and related budgetary estimates.

SUBMITS monthly requests for release of funds for the Department's operations.

MONITORS expenditure by Division Managers to ensure expenditure is within budgetary allocation.

REVIEWS weekly, monthly and other periodic reports submitted by Managers and coordinates departmental report for submission to Chief Election Officer, Chairman and Commissioners.

IDENTIFIES personnel for relevant training, and assists in the development, delivery and monitoring of training programmes.

ATTENDS donor community meetings; reports on aspects of the operational plan as required; as well as accompanies Chairman and Commissioners to various 'high level' meetings, as requested.

ORGANISES and **DIRECTS** the planning and execution of ID Cards distribution throughout the Country.

RESPONDS to queries from Chief Scrutineers, individuals and other Stakeholders regarding the conduct of the electoral process; and ensures appropriate equipment/mechanisms are in place to facilitate reporting from the field.

ATTENDS Press Conferences on radio or television as required, to address queries/allegations and identified deficiencies.

PREPARES comprehensive reports on photography, claims and objectives, and ID Card distribution, for submission to Commission and Stakeholders.

ENSURES that each Returning Officer/Registrar prepares a Work Programme and Schedule of Activities for each district using the relevant source documents.

ENSURES Returning Officer compile reports on the conduct of all election related activities; the accurate numbering of polling places; the allocation of electors to each polling station, in conformity with guidelines issued by the Commission.

CONVENES regular briefing sessions with Returning Officers, receives and review reports, macro and district plans and schedules of activities.

COORDINATES the adequate manning of all polling places, and any special polling arrangements which may be necessary for remote/hinterland areas with peculiar logistical problems.

DETERMINES the number of ballots for each election, and to be allocated to each electoral District, based on agreed criteria/formula for the issuance of ballots to polling stations.

ORGANISES the availability of adequate quantities of special paper for printing electoral lists; and ensures the adherence to systematic accountability for all registration and electoral materials/equipment issued; and their prompt return after use in the field.

ENSURES as far as practicable, that Returning Officers and their operations are adequately accommodated; provided with necessary equipment; and they complete daily field reports acceptable to the Commission.

DIRECTS the preparation of budgets by Returning Officers and monitors expenditure, as approved by Chief Election Officer.

LIAISES with Police Department regarding the provision of security at all polling stations, and for registration officers, as may be necessary; as well as for the safe custody of registration and election materials, including ID Cards.

MONITORS Polling Stations on 'E' Day to ensure proper and efficient conduct of the polls.

CONDUCTS exercises, field inspections and monitors performance of supervisory officers.

VERIFIES and **APPROVES** requests for change, transfer of particulars if in registration documentation.

CONDUCTS periodic performance appraisal of senior managers and confidential secretary.

ASSISTS in the training and personal development of individual supervisors, enabling them to upgrade their planning, coordinating and supervisory skills.

VETS all operational correspondence outgoing from the Department.

QUALIFICATION AND EXPERIENCE PROFILE:

Qualification and Experience – A Post Graduate Degree in Public Administration, Law, Management or relevant Discipline from a reputable and recognized institution, and specific training and verifiable experience in managing election systems along with at least five (5) years experience in a senior management position overseeing and directing diverse operations aimed at achieving targets within specific deadlines. At least five (5) years experience in Management of National Elections and Election Systems is a prerequisite requirement.