



GUYANA ELECTIONS COMMISSION
VACANCIES FOR TEMPORARY FIELD STAFF

The Guyana Elections Commission (GECOM) is inviting applications from suitably qualified persons for the position of:

ELECTION CLERKS

Functions

The Election Clerk reports to the Returning Officer and must be capable and prepared to carry out ALL duties and responsibilities of the Returning Officer or Deputy Returning Officer since in case of need; he/she will act in their place.

Duties:

- Providing general assistance to the Returning Officer/ Deputy Returning Officer.
- Functioning as the Office Manager.
- Supervising the arrangements for pre-poll distribution and the post-poll collection, transportation and the return of election materials, equipment and documents.
- Performing any other duties related to the conduct of Elections as assigned by the Returning Officer/ Deputy Returning Officer.

Requirements:

A Diploma /Certificate in Public Management/ Administration or related discipline from a recognized and reputable institution along with at least five (5) years relevant experience.

OR

Senior Officers/Teachers in the Private and Public Sector along with at least five (5) years relevant experience.

OR

Any other qualification (s) deemed relevant along with at least five (5) years relevant experience.

Applications with detailed *Curriculum Vitae* including the names of two (2) references should be submitted **no later than August 2, 2018** to:

The Chief Election Officer

Guyana Elections Commission
41 High and Cowan Streets
Kingston, Georgetown.

Applications must be placed in the boxes located for this purpose at GECOM's Head Office at Fort and Barack Streets, Kingston, Georgetown also at Registration Offices within the Respective Administrative Regions across Guyana.