

**GUYANA ELECTIONS COMMISSION**

**SENIOR MANAGEMENT POSITION DESCRIPTION**

<b>POSITION TITLE:</b> LOGISTICS MANAGER	<b>POSITION CODE:</b>
<b>REPORTS TO:</b> DEPUTY CHIEF ELECTION OFFICER,	<b>AGREED TO BY:</b>
<b>DEPARTMENT:</b> OPERATIONS	<b>APPROVED:</b>
<b>DIVISION:</b> LOGISTICS	<b>EFFECTIVE DATE:</b>

**I. ACCOUNTABILITY OBJECTIVE:**

Responsible for comprehensive coordination of all activities aimed at ensuring the adequate and timely acquisition, storage and distribution of all resources necessary to support and facilitate the electoral process throughout the country, and for arranging retrieval as appropriate.

**II. DIMENSIONS OF POSITION:**

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

The **Logistics Manager** is required to participate in the overall planning for the registration of voters, the election process, and the distribution of national identification cards.

The Incumbent is required to:

- Prepare macro plans for the procurement, receipt, security, distribution and eventual recovery of materials and equipment related to the activities;
- Prepare budget estimates for approval; and payment schedules for requisite supplies and services;
- Develop and implement an effective system of monitoring the quantities of supplies, including sensitive election materials;
- Arrange for the provision of security of polling stations throughout all the electoral Regions; and must establish a comprehensive communication system that will facilitate the transmission of election results by **GECOM**;
- Contribute to the identification and demarcation of boundaries for the administration of sub-divisions of electoral units (PCU's), and to analyse the demographics relating to all PCU's.

The **Logistics Manager** must identify facilities and resources required for work in the field, with respect to the conduct of ID Card distribution, Registration and National, Regional and Local Government Elections.

The Incumbent is required to participate in the identification, evaluation and orientation of staff to carry out the relevant electoral tasks; to supervise and report on their performance.

The **Logistics Manager** must establish and maintain liaison with appropriate overseas electoral logistics counterparts for the exchange of information aimed at improving the logistics systems, quality of materials, cost – effectiveness of procurement, and for possible training in logistics.

The Incumbent participates in determining on annual basis the “**Major Job Objectives**” for staff of the Division, and identifies and discusses with subordinates the “**Key Results Areas**” to be used as determinants of their performance on an annual or other periodic basis.

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

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

### **AREA/TITLE**

### **RESPONSIBILITY**

#### **INTERNAL:**

Deputy Chief Election Officer

To discuss, review and agree implementation strategy, plans procedures regarding all the field activities relevant to the electoral process.

Logistics and Supplies Coordinator

Discuss and agree the identification of sites, and implementation of plans for them to be adequately supplied.

Communication Officer

To review plans and to guide the development, establishment, and maintenance of the GECOM Communication Network during continuous operations.

Regional District Logistics Coordinator

To monitor the coordination of agreed operational plans; and to review statistical data and related reports.

Transport Officer

To liaise regarding timely mobility of human and material resources.

Chief Finance Officer

To discuss payment schedule; reconcile budgeted expenditure.

Security Officer

To Liaise regarding appropriate security measures.

Operational Committees

To participate in all relevant operational planning activities.

**EXTERNAL:**

Overseas Suppliers	To liaise regarding procurement of special materials particularly in relation to security features.
Police Department	To arrange for security relevant to sites in the field.
Regional Administrators, NGO's, Other Agencies	To liaise regarding the availability and provision of infrastructural facilities; buildings equipment, staffing mobility and communications.

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

**DIRECTLY**

Logistics Coordinator (Logistics & Supplies Section)  
Communication Officer  
Logistics Coordinator (Regional/District Section)

**INDIRECTLY**

Logistic Assistant  
Communication Assistant  
Regional Office Coordinator  
Radio Operator  
Regional Office 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 Photocopier	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 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 Departmental Work Plan Disciplinary Code	Telephone Vehicles Camera

		Occupational Health & Safety Manual Laws of Guyana Files Cabinets Stamps GECOM Policies Operational Manual Registers Database Diskettes	
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### 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)

**ASSISTS** in managing the electoral operations at all locations throughout the country.

**ASSISTS** in identifying and certifying locations for polling stations and district offices.

**ENSURES** the effective execution of the transportation and communication functions regarding registration and elections.

**PREPARES** guidelines for the identification of registration centres and polling stations.

**RECOMMENDS** for approval demarcation of new Poll boundaries, coordinates demarcation of established boundaries.

**COORDINATES** the collection of field data and staff reports to facilitate central planning and decision making; and the completion of reports for transmission to the Commission.

**MONITORS** the preparation of detailed plans for the procurement, receipt, storage and distribution of supplies.

**DETERMINES** the quantities of supplies to be ordered; identifies reliable supplier (local and overseas), and checks for adherence to specifications and for quality of performance.

**ENSURES** that an effective system of numbering ballot boxes is strictly observed.

**OVERSEES** the development of Standard Operational Procedures (SOPs) for GECOM's Communications.

**EVALUATES** staff performance and **ARRANGES** relevant training in the interest of staff development and the productivity of the Division.

**QUALIFICATION PROFILE:**

**EDUCATION** – A First Degree in Social Sciences from a reputable and recognized institution, along with a sound working knowledge of the topography and geography of Guyana and at least five (5) years relevant experience. Specific training in Logistics Operations would be an advantage.