

# **CAREER OPPORTUNITY**



## **THE ELECTORAL COMMISSION OF JAMAICA**

**Invites applications from suitably qualified persons for the following positions:**

### **(1) REGIONAL MANAGER – REGION 4 (Manchester & St. Elizabeth)**

#### **Core Duties**

- Co-ordinates and manages all field-related activities including Boundary Redefinition, Elector Registration, Residence Verification, Voter ID distribution and training of Field staff..
- Sensitizes the public of the importance of the Electoral System to democracy in Jamaica.
- Facilitates the participation of the public in all electoral activities.
- Monitors the performance of Returning Officers and all full-time employees of the Region.
- Co-ordinates and monitors all activities relating to the preparation for and conduct of national elections.

#### **Required Qualification and Experience**

- First Degree in Public Administration/Management Studies or equivalent
- Minimum of three (3) years' experience at the middle management level.
- Working knowledge of project management principles and practices.
- Experience in the electoral process would be an asset.
- Applicants must own and/or operate a motor vehicle.

**Remuneration: \$1,730,108 - \$2,056,555 p.a. plus applicable allowance.**

### **(2) RETURNING & ASSISTANT RETURNING OFFICER (Part-Time) – CLARENDON SOUTH WESTERN CONSTITUENCY**

#### **Core Duties**

The Returning Officer and his/her Assistant is responsible for:

- Managing the constituency and constituency office(s).
- Conducting monthly constituency meetings with political party representatives to advise on EOJ's policies and on-going matters.
- Coordinating and assisting in residence verification of electors.
- Preparing election plans, determining and confirming Polling Station locations.
- Determining and writing descriptions for constituency, electoral and polling division boundaries.
- Managing the process of elector surveys and all election related activities within the constituency.
- Confirming dead electors to be removed from Voters List.
- Conducting elections and all related processes.

#### **Minimum Qualification and Experience**

- Bachelor's Degree in Management Studies, Public Administration or equivalent
- Minimum of three (3) years' experience at the middle management level. .
- Applicants should preferably be living and/or working in the constituency
- Must own or operate a reliable motor vehicle.
- Experience in/knowledge of electoral process would be an asset.

Applications should be submitted by **Friday February 23, 2018** to:

The Director, Human Resource Management  
G.P.O. Kingston

Or

Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)

*We thank all applicants for their interest but  
only those short-listed will be contacted.*