



## CAREER OPPORTUNITY

### THE ELECTORAL COMMISSION OF JAMAICA

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

#### **ASSISTANT CONSTITUENCY MANAGER (Temporary Position)**

##### **Job Purpose**

To provide administrative support to the Returning Officer of specialist constituencies as are necessary for the smooth execution of the Specialist Programme during national elections.

##### **Core Duties**

- Assists with preparation and submission of weekly reports of numbers of trained personnel assigned to constituency by the EDWRMU and any shortfall arising from dropouts;
- Liaises regularly with recruited specialist EDWs to advise them of training sessions, simulation exercises and briefings;
- Liaises with EDWs to obtain pertinent information needed to facilitate specific arrangements
- Assists with preparation of transportation plan for EDW Couriers in consultation with RO/ARO/LC for the eve of election day, on election day and for simulation exercise;
- Assists with the deployment of specialist EDWs to their voting location on the morning of election;

#### **MINIMUM REQUIRED EDUCATION & EXPERIENCE**

- Bachelor's Degree from an accredited institution
- Two (2) year's working experience
- Proficient in Microsoft Excel Application
- Experience at a supervisory/management level would be an asset
- Operator of a motor vehicle is a definite asset

**Applications should be submitted to:**

**The Director, Human Resource Management  
P.O. Box 671, G.P.O.  
Kingston  
Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**