



## **CAREER OPPORTUNITY**

### **THE ELECTORAL COMMISSION OF JAMAICA**

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

#### **OFFICE MANAGER**

**(St. Andrew North Central Constituency Office)**

##### **Core Functions**

- Prepares for submission to the Returning Officer, daily records with respect to voter registration.
- Assumes responsibility for the day-to-day administrative functions of the office.
- Assigns workers in ways to ensure accurate and timely collection and processing of elector data
- Participates in the processing of electors for registration
- Monitors work in the office to ensure the delivery of electors' I.D. cards in accordance with procedures.
- Visits electors at their homes in an effort to verify addresses given during the registration process.

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

- ASc. Degree in Business/Management Studies or equivalent qualification.
- Training/experience in supervisory management
- Proficiency in Microsoft Office Suite

**Remuneration: \$986,421 - \$1,172,544 per annum**  
**Upkeep Allowance at the applicable rate**

**Applications should be submitted by Monday May 10, 2021 to:**  
**The Director, Human Resource Management**  
**P.O. Box 671, G.P.O., Kingston**  
**Email: [hr@ej.com.jm](mailto:hr@ej.com.jm)**

*We thank all applicants for their interest but only shortlisted candidates will be contacted.*