



## **CAREER OPPORTUNITY**

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

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

#### **REGISTRATION CLERK for the under-listed constituencies**

- i) St. Andrew Eastern
- ii) St. Andrew South Western

#### **Core Duties**

- Provides potential electors with information and assistance in completing the registration procedure.
- Enters, electronically or manually, registration data of applicants.
- Visits electors' residences for verification purposes.
- Collates and summarizes daily activities for presentation to the manager.

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

- 5 CSEC subjects at grades 1, 2 or 3 inclusive of English Language and Mathematics.
- Minimum of two (2) years' experience in data entry.
- Proficiency in standard computer applications

**Remuneration: \$748,959 - \$890,277 p.a.**

**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.*