



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

OFFICE MANAGER (GMG/AM 2)

- St. James North Western
- Clarendon North Western

Job Summary

Responsible for coordinating the day to day activities of the Constituency Office, to include smooth operation in the processing of electors' application for Registration and the issue of electors' identification cards.

Core Duties

- 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
- Minimum of two (2) years' post-secondary experience

Salary band: \$1,025,877 – \$1,219,446 p.a. plus allowances.

Applications should be submitted by Friday January 21, 2022 to:

The Director, Human Resource Management

P.O. Box 671, G.P.O., Kingston

Email: hr@ej.com.jm

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