

CAREER OPPORTUNITY



THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the post of

REGISTRATION CLERK (Clarendon North Central Constituency)

Core Functions

- 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 summarises daily activities for presentation to the manager.

Minimum Required 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.
- Working knowledge of standard computer applications.

Remuneration: \$778,917 – \$925,888 p.a. plus applicable allowances.

Applications should be submitted by Friday July 15, 2022 to:

Director, Human Resource Management

Email: hr@ej.com.jm

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