



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

Invites applications from suitably qualified persons for the following positions:

(1) RETURNING OFFICER & ASSISTANT RETURNING OFFICER (PART-TIME)

Returning Officer

St. James Southern

Assistant Returning Officer

St. Mary Western
St. Andrew South Western
Kingston Western
St. Elizabeth North Eastern
Manchester Central
Westmoreland Central

Core Duties

The Returning Officer and his/her Assistant are responsible for:

- Managing the constituency and constituency office(s).
- Conducting monthly constituency meetings with political party representatives to advise on EOJ's policies and on-going matters.
- Coordinating and assisting in residence verification of electors.
- Preparing election plans, determining and confirming Polling Station locations.
- Determining and writing descriptions for constituency, electoral and polling division boundaries.
- Managing the process of elector surveys and all election related activities within the constituency.
- Confirming dead electors to be removed from Voters List.
- Conducting elections and all related processes.

Minimum Qualification and Experience

- Bachelor's Degree in Management Studies, Public Administration or equivalent
- Minimum of three (3) years' experience at the middle management level.
- Applicants should preferably be living and/or working in the constituency
- Must own or operate a reliable motor vehicle.
- Experience in/knowledge of electoral process would be an asset.

Applicants must own or operate a reliable motor vehicle.

(2) GEOGRAPHIC INFORMATION SYSTEM (GIS) TECHNICIAN (SOG/ST 4)

Job Purpose

To capture (physical mapping), maintain and build spatial datasets (electoral and supporting) for the purposes of the EOJ, produce digital maps using electoral and supporting spatial datasets and to provide technical assistance towards other departmental requirements that may arise from time to time.

Core Functions

- Assists in the data gathering phase of GIS projects as required by the EOJ.
- Utilizes GPS handheld receivers for the mapping of electoral-based geographic data - whether constituency, electoral or polling division boundaries.
- Maps any other geographic features required by the GIS Department to complement existing spatial datasets.
- Downloads and processes GPS data files and convert such files to a GIS readable format.
- Works in conjunction with employees of the EOJ at both the constituency and regional levels to ensure that electoral boundaries are updated as necessary to reflect changes on ground and where necessary provide technical guidance in resolving boundary delineation issues.
- Produces digital maps of electoral data and or any other spatial information as required by the EOJ.

Minimum Required Qualification and Experience

- Three-year Diploma (or equivalent) in GIS/Geomatics/Geography/Information Technology or related field.
- Successful completion of certification courses in GIS utilization and mapping
- Two (2) years experience in a similar capacity.

Remuneration: \$1,103,581 – \$1,311,812 p.a. plus applicable allowances

Applicants must own or operate a reliable motor vehicle.

(3) OFFICE AUTOMATION & EQUIPMENT ENGINEER (MIS/IT 4)

Job Purpose

To effectively design, install and manage the Commission's wired and wireless communications hardware and software networks and ensure the stable operation and security of the organization's ICT infrastructure. This includes maintaining, supporting, and optimizing key technical areas particularly the firewalls, storage and network infrastructure, server infrastructure, data communications and desktop computing platforms.

Core Functions

- Configures and maintains local area network, wide area network, network devices, communication systems, servers, and storage systems.
- Preventive and corrective maintenance of Storage Systems, Servers, Firewalls, Network and Communication Infrastructure and peripheral devices.
- Monitors and enforces the confidentiality, integrity and availability of networking infrastructure, storage systems, servers and desktop computers.
- Resolves hardware/software interface and interoperability problems.
- Manages and maintains active directory.
- Collaborates with hardware/software suppliers.
- Assists in the implementation of ICT related projects.

Required Knowledge, Skills and Abilities

- Working knowledge of storage area networks, firewalls and cybersecurity practices
- Knowledge and expertise to formulate, develop implement and document network security, backup procedures, disaster recovery plans and conduct systems analysis
- Ability to conduct research of issues and products as required
- Ability to prioritize and execute tasks in a high-pressure environment
- Proven analytical and problem-solving abilities
- Strong customer service orientation
- Experience working in a team-oriented, collaborative environment

Required Qualification and Experience

- Bachelor of Science Degree in Computer Science or Electronic Engineering or equivalent
- Three (3) years' experience in server and network administration, hardware repairs and maintenance
- MCSA or CCNA or other ICT Certification would be an asset.
- Good oral and written communication skills

Remuneration: \$1,710,225 - \$2,032,920 p.a. plus applicable allowances

Applicants must own or operate a reliable motor vehicle.

REGISTRATION CLERK – (PIDG/RIM 2) – St. Elizabeth 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.
- Working knowledge of standard computer applications.

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

**Applications should be submitted by November 4, 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.