



CAREER OPPORTUNITY

THE ELECTORAL COMMISSION OF JAMAICA

ASSISTANT RETURNING OFFICER (PART-TIME) – St. Andrew North Western

Job Summary

The incumbent is responsible for the management of the constituency and constituency office to include all electoral matters, to conduct national elections and all related processes.

Core Duties

- Managing the constituency and constituency office.
- 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.

Applications should be submitted by January 29, 2023 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.