



**THE ELECTORAL COMMISSION OF JAMAICA**

**Invites applications from suitably qualified persons for the post of**

**REGISTRATION CLERK – Kingston East & Port Royal**

**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: \$1,370,094 – \$1,842,625 per annum plus allowances**

**Applications should be submitted by March 4, 2023 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**