

GUYANA ELECTIONS COMMISSION
VACANCIES
FOR
TEMPORARY TRAINERS & MANAGEMENT STAFF
FOR THE CONDUCT OF
GENERAL AND REGIONAL ELECTIONS - 2025

Applications are invited from suitably qualified individuals for the following positions:

1. TEMPORARY TRAINERS

Responsibilities:

Under the supervision and control of the Chief Election Officer, the Temporary Trainers will:

- Design and develop materials appropriate to specific training needs pertinent to the conduct of General and Regional Elections;
- Organize and deliver appropriate training strategies.
- Evaluate the performances of the persons trained, at the end of each training session.
- Maintain records of training activities.
- Be willing to travel, on overnight trips, to Hinterland and Rural Regions to conduct training sessions.

Requirements

A Degree in Education or other relevant discipline from the University of Guyana, or from a recognized and reputable institution, along with two (2) or more years of applicable experience.

Or

A Diploma in Education or any other related discipline from the University of Guyana, or from a recognized and reputable institution, along with three (3) years applicable experience.

Or

A Trained Teacher's Certificate or any other relevant tertiary qualifications, along with (5) years applicable experience.

2. RETURNING OFFICERS

Functions

- A Returning Officer will be responsible for the conduct of General and Regional Elections in the Administrative Region/Electoral District to which he/she is appointed. ROs report directly to the Chief Election Officer and through the Deputy Chief Election Officer and Assistant Chief Election Officer as may be necessary.

Duties:

- Responsible for the efficient conduct of the poll within the respective Administrative Regions/Electoral Districts.
- Maintaining close liaison and coordination with the Chief Election Officer throughout the period of appointment.
- Supervising the work of Deputy Returning Officers, Election Clerk(s) and Polling Day staff within the respective Administrative Regions/Electoral Districts.
- Administer the Oath of Office to all temporary staff members under his/her supervision before they perform any function under the Representation of the People Act, Chapter 1.03.
- Assisting with the training of Polling Day Officials.
- Conducting recount of votes, if necessary, in compliance with the relevant provision of the Representation of the People Act, Chapter 1.03.
- Tabulate the results of the elections for his/her Administrative Region/Electoral District in compliance with the provisions of the Representation of the People Act, Chapter 1.03.
- Declaring the results of the poll in his/her Administrative Region/Electoral District in compliance with the provisions of the Representation of the People Act, Chapter 1.03.

Requirements:

A degree in Public Management/Administration or related discipline

OR

A Diploma /Certificate in Public Management/Administration and at least five (5) years of relevant experience

OR

Any other qualification (s) deemed relevant with at least five (5) years relevant experience.

3. DEPUTY RETURNING OFFICERS

Duties

The Deputy Returning Officer reports to the Returning Officer and is responsible for the operations of a connecting group of Polling Stations.

Duties:

- Organizing and supervising the arrangements for the effective operations of Polling Stations.
- Supervising all Polling Day Staff Officials to ensure effective and efficient performance of their duties.
- Promptly reporting matters of concern to the Returning Officer.
- Ensuring that all election materials are made available to polling stations in sufficient quantities and on time.
- Visiting Polling Stations before Election Day, with the Returning Officer and Presiding Officer, to ensure that all requirements are in place for the conduct of the Poll.
- Assist Returning Officers with the distribution of ballot boxes and other election materials to Presiding Officers on Election Day for the conduct of the poll.

- Visiting Polling Stations during Election Day to ensure that poll is conducted in compliance with the provisions of the Representation of the People Act, Chapter 1.03.
- Ensuring all electoral signs/notices/lists are taken down as soon as practicable after Election Day.
- Ensuring that, at polling places with multiple Polling Stations, signs directing voters to their respective Polling Stations are adequately displayed.
- Ensuring that, at polling places with multiple Polling Stations, Information Clerks are strategically positioned to directing voters to the respective Polling Stations where they are listed to vote.
- Be accessible to the Returning Officer, Election supervisor and Presiding Officers throughout election Day.
- Ensuring that all envelopes containing completed Statements of Poll are received from the Presiding Officers and delivered to the Returning Officer as soon as possible.
- Ensure that all ballot boxes and election materials are promptly returned, as soon as possible, to the designated container that is under the management and control of the Returning Officer.
- Assist in the maintenance of order within the boundary of the Polling Stations under his/her supervision.
- Performing any other duties related to the conduct of poll as required by the Returning Officer.

Requirements:

A Diploma /Certificate in Public Management/ Administration or related discipline and at least five (5) years relevant experience

OR

Senior Officers/Teachers in the Private and Public Sector with at least five (5) years relevant experience

OR

Any other qualification (s) deemed relevant with at least five (5) years relevant experience.

4. ELECTION CLERKS

Functions

The Election Clerk reports to the Returning Officer and must be capable and prepared to carry out ALL duties and responsibilities of the Returning Officer or Deputy Returning Officer.

Duties:

- Providing general assistance to the Returning Officer/Deputy Returning Officer.
- Functioning as the Office Manager.
- Supervising the arrangements for pre-poll distribution and the post-poll collection, transportation and the return of election materials, equipment and documents.
- Performing any other duties related to the conduct of Elections as assigned by the Returning Officer/Deputy Returning Officer.

Requirements:

A Diploma /Certificate in Public Management/Administration or related discipline and at least five (5) years relevant experience

OR

Senior Officers/Teachers in the Private and Public Sector with at least five (5) years relevant experience

OR

Any other qualification (s) deemed relevant with at least five (5) years relevant experience.

5. CLERICAL ASSISTANTS

Duties

The Clerical Assistant is assigned to the Office of the Returning Officer/ Deputy Returning Officer. He/she reports to the Election Clerk.

Duties:

- Facilitating all communication between his/her supervisor and Elections Secretariat.
- Carrying out Clerical and typing duties.
- Filing documents.
- Taking telephone calls and messages.
- Performing any other related duties that may be assigned by the Election Clerk.

Requirements

A minimum of six (6) passes at GCE 'O' Level or CXC including English Language and Mathematics. Previous experience would be an asset.

Applications must be placed in the boxes located for this purpose, **no later than Friday, January 17, 2025**, at GECOM's Head Office at 41 High & Cowan Streets, Kingston, Georgetown, the Office of the GECOM Secretariat at 9 Fort and Barack Streets, Kingston, Georgetown, and at GECOM Registration Offices within the Respective Administrative Regions across Guyana. Alternatively, applications can be sent by email at applications@gecom.org.gy