



GUYANA ELECTIONS COMMISSION

VACANCY

Applications are invited from suitably qualified persons to fill the position of:

(1) Assistant Electrician

Under the direct supervision of and reporting to the Administration and Support Services Manager, the incumbent duties and responsibilities include but are not limited to:

Duties and Responsibilities: -

- **ASSISTS** with checking and starting standby generator as required and maintaining usage log book.
- **CHECKS** water pump using hand tools and test instruments.
- **CHANGES** light and electrical switches as required; installs electrical circuits.
- **REPAIRS** or **REPLACES** defective electrical fittings such as light bulbs, fuses, etc.
- **KEEPS** maintenance log, records of installation work.
- **INITIATES** process for acquiring materials needed for work.
- **REPORTS** on satisfactory completion of jobs, recording information such as time taken in jobs and parts used.
- **UNDERTAKES** other related duties as directed such as working along with maintenance man.
- **MAY BE** required to work on shift.

Qualifications and Experience: -

- Certification in Electrical Engineering from the Government Technical Institute. License at National Level would be considered an advantage.
- Must have proven experience to determine methods and procedure for installation/repair of equipment, using hand tools and test instruments.
- Experience in repairing and servicing electrical equipment.

Remuneration: -

The Guyana Elections Commission offers good working conditions and competitive packages.

Applications must include a detailed *Curriculum Vitae* along with two (2) recent letters of recommendation and envelopes should be clearly marked “**Vacancy for**” addressed to:

**The Human Resources Manager
Guyana Elections Commission
Lot 41 High and Cowan Streets
Kingston
Georgetown**

Electronic applications should be sent via email address: applications@gecom.org.gy

Detailed job description/job specifications can be accessed on GECOM’s website at <https://gecom.org.gy>

Applications should be submitted no later than 01-Nov-2024.