



GUYANA ELECTIONS COMMISSION

VACANCIES

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

LOGISTICS MANAGER

Under the direct supervision of and reporting to the Assistant Chief Election Officer, the incumbent responsibilities include but are not limited to:

- ✓ Prepare macro plans for the procurement, receipt, security, distribution and eventual recovery of materials and equipment related to the activities;
- ✓ Prepare budget estimates for approval; and payment schedules for requisite supplies and services;
- ✓ Develop and implement an effective system of monitoring the quantities of supplies, including sensitive election materials;
- ✓ Arrange for the provision of security of polling stations throughout all the electoral Regions; and must establish a comprehensive communication system that will facilitate the transmission of election results by **GECOM**;
- ✓ Contribute to the identification and demarcation of boundaries for the administration of sub-divisions of electoral units (PCU's), and to analyse the demographics relating to all PCU's.

The **Logistics Manager** is required to participate in the overall planning for the registration of voters, the election process, and the distribution of national identification cards.

The **Logistics Manager** must identify facilities and resources required for work in the field, with respect to the conduct of ID Card distribution, Registration and National, Regional and Local Government Elections.

The Incumbent is required to participate in the identification, evaluation and orientation of staff to carry out the relevant electoral tasks; to supervise and report on their performance.

The **Logistics Manager** must establish and maintain liaison with appropriate overseas electoral logistics counterparts for the exchange of information aimed at improving the logistics systems, quality of materials, cost – effectiveness of procurement, and for possible training in logistics.

The Incumbent participates in determining on annual basis the “**Major Job Objectives**” for staff of the Division, and identifies and discusses with subordinates the “**Key Results Areas**” to be used as determinants of their performance on an annual or other periodic basis.

Qualifications: -

1) A First Degree in Social Sciences from a reputable and recognized institution, along with a sound working knowledge of the topography and geography of Guyana and at least five (5) years relevant experience. Specific Training in Logistics Operations would be an advantage.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 9.

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

CHAIRMAN
Elections Commission Secretariat
Lot 41 High Street
Kingston, Georgetown.

Applications should be submitted no later than 6th July, 2024.

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