



GUYANA ELECTIONS COMMISSION

VACANCIES

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

CIVIC AND VOTER EDUCATION MANAGER

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

- The **Civic/Voter Education Manager** is required to develop, produce and disseminate materials and monitor the conduct of formal and informal voter education sessions that will provide election specific information and motivational messages to the citizenry.
- The Incumbent is required to develop a comprehensive civic/voter education strategy, and related programmes aimed at identified target groups in various parts of the country, and must collaborate with relevant colleagues in the dissemination of information in order to avoid the transmission of conflicting messages, and equally important, the duplication of effort.
- The **Civic/Voter Education Manager** must plan, prepare, guide and support the production of appropriate materials, messages and presentations, using the full range of electronic print and other media tools.
- The Incumbent must take into consideration the different levels of understanding amongst the citizens of Guyana for information relating to the nature of democracy, the role of the citizen, and the voter registration and policy processes, and design appropriate communication methods and techniques to achieve the desired objective.

The **Civic/Voter Education Manager** will be responsible for advising, guiding, monitoring and evaluating the work of the staff of the Division, and will account for the Division's overall performance.

The **Civic/Voter Education Manager** must determine the “**Major Job Objectives**” for each aspect of the Work Programme and identify and discuss with reporting staff the “**Key Results Areas**” to be used as determinants for measuring their performance.

Qualifications: -

1. A First Degree in Communication Studies or related discipline from a reputable and recognized institution along with three (3) years relevant experience.
- OR**
2. A First Degree in Education from a reputable and recognized institution, along with a Trained Teacher's Certificate and three (3) years relevant experience.
- Adult Education and Teaching Experience would be advantageous.

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>.