

# GUYANA ELECTIONS COMMISSION

## VACANCY NOTICE

The Guyana Elections Commission invites suitably qualified persons to apply for the following position:

### **Regional/District Civic and Voter Education Assistant**

#### **Job Description**

Under the supervision of the Civic and Voter Education Manager, the Civic and Voter Education Assistant is required to disseminate information about the Registration and Election processes to all stakeholders, **through extensive field work at grassroots level**, at the Regional Level on a sustained basis.

#### **Responsibilities**

- ✓ Prepares, with the assistance of the C/VE Officer, plans for the implementation of Civic & Voter Education Programme within the Region/District.
- ✓ Assists in preparing Civic and Voter Education plans to ensure increased access to pertinent information through effective dissemination.
- ✓ Assists in the preparation of suitable Civic and Voter Education materials and messages (script writing) to promote awareness among the relevant target audiences.
- ✓ Work in close collaboration with the Civic and Voter Education Manager and Officer to carry out all assigned tasks.
- ✓ Relates interactively with civil society groups and citizens in general at the Regional level.
- ✓ Provides progressive feedback on the implementation of the Civic and Voter Education Programme.
- ✓ Participates in organising training sessions as may be necessary.
- ✓ Assists in planning strategies to strengthen relations with the relevant target audiences.
- ✓ Prepares and submits regular reports of all Civic and Voter Education activities within the Region/District to the Civic and Voter Education Officer.
- ✓ Conduct continuous evaluation of public awareness activities in an effort to improve on efficiency and effectiveness.
- ✓ Participates in briefings, workshops, training sessions etc. as may be necessary from time to time.
- ✓ Gives support to the Registration Officer, as may be requested from time to time, providing that the request(s) do not conflict with the planned programme(s) of the Civic and Voter Education Division.
- ✓ Maintains a cordial and harmonious relationship with Registration Officer and Staff in order to ensure maximum support for the implementation of Civic/Voter Education programmes.
- ✓ Performs any other duty as may be reasonably assigned by the C/VE Manager through the C/VE Officer.

#### **REQUIREMENTS**

1. Diploma in Communication **or**  
5 Subjects CXC plus knowledge/experience in Guyana's registration and election processes.
2. Excellent computer literacy skills, particularly in Microsoft Office Suite
3. Excellent interactive communication skills including training in the use of social media platforms.
4. Experience in Graphic Design, Video/audio recording, and editing skills.

Applications with Curriculum Vitae and two recent recommendations must be sent not later than **Friday, March 15, 2024** to: -

Chief Election Officer  
Lot 31, Fort Street  
Kingston  
Georgetown