

**GUYANA ELECTIONS COMMISSION
VACANCIES FOR TEMPORARY POLLING DAY STAFF FOR
GENERAL AND REGIONAL ELECTIONS 2025**

GECOM is inviting applications from suitably qualified persons for the position of:

1. PRESIDING OFFICERS

The Presiding Officer is responsible for all operations at Polling Stations.

Duties:

- Ensuring that the Polling Station is arranged according to the prescribed layout.
- Ensuring that signs and notices are in place.
- Ensuring that Polling Day Staff take the required oath.
- Establish the six-digit number (Official Mark) for the Polling Station.
- Setting up the Polling Station, including the sealing and positioning of the ballot box for the opening of the poll.
- Preparing electoral ink for stamping.
- Ensuring that Polling Stations function in an orderly manner at all times.
- Declaring the poll open.
- Determining, when required, whether an elector is eligible to cast his/her vote.
- Administering Oaths/Affirmations.
- Making entries in the Poll Book.

Requirements

Diploma /Certificate in Public Management/ Administration or related discipline from a recognized and reputable institution along with two (2) years relevant experience **OR**

A Trained Teacher's Certificate along with three (3) years relevant experience **OR**

A minimum of six (6) passes at GCE 'O' Level or CXC including English Language and Mathematics along with five (5) years' experience.

Senior/Retired Officers from the Public Service are encouraged to apply.

2. ASSISTANT PRESIDING OFFICERS

Duties:

- Assisting in the management of the Polling Station.
- Dealing with ordinary electors.
- Double-checking the National Identification Card against the Official List of Electors for purpose of identity.
- Entering the serial number of the elector, as it appears on the Official List of Electors, on the counterfoil of the ballot paper.
- Stamping the ballot paper with the official mark of the Polling Station.
- Demonstrating and instructing electors how to fold the ballot paper after voting.
- Delivering the ballot paper to the elector and direct him/her to the voting compartment and the Ballot Clerk.

Requirements

Diploma /Certificate in Public Management/ Administration or related discipline from a recognized and reputable institution and two (2) years relevant experience **OR**

A Trained Teacher's Certificate along with three (3) years relevant experience **OR**

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics along with five (5) years' experience **OR**

Any other qualification deemed relevant together with a minimum of five (5) years relevant experience.

3. POLL CLERKS

Duties:

- Managing the queue.
- Interviewing electors when they approach the desk.
- Requesting electors to produce their National Identification Cards.
- Checking all relevant documents to ensure that every elector is entitled to vote at the Polling Station.
- Announcing loudly, the serial number, name and particulars of the elector.
- Referring electors to the Assistant Presiding Officer/Presiding Officer.

Requirements

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics.

Previous experience would be an asset.

4. BALLOT CLERKS/COUNTING ASSISTANTS

Duties:

- Monitoring the ballot box.
- Ensuring that the elector's finger is stained with electoral ink before allowing him/her to place his/her ballot paper in the ballot box.
- Instructing the elector to leave the polling station immediately after voting.

Requirements

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics.

Previous experience would be an asset.

5. INFORMATION CLERKS

Duties:

- Checking for the inclusion of the name of electors in the Official List of Electors.
- Directing electors to the specific polling stations where they are listed to vote.
- Advising electors to check the GECOM website or to use the GECOM hotline to find out where they are listed to vote.

Requirements

A minimum of five (5) passes at GCE 'O' Level or CXC including English Language and Mathematics, and Computer literacy.

Previous experience would be advantageous

Applications Forms, which can be collected from any GECOM Registration Office or downloaded from GECOM's website, must be completed and submitted **no later than** March 30, 2025 to:

The Chief Election Officer
Guyana Elections Commission
31 Fort Street, Kingston,
Georgetown

Applications submitted using the Application Form addressed to the Chief Election Officer must be placed in the sealed boxes located at the Commission's Head Office, High and Cowan Streets, Kingston, Georgetown and at its Secretariat located at Fort and Barack Streets, Kingston, Georgetown. Applications can also be deposited in similar boxes at all GECOM Registration Offices that are located in all of the ten Administrative Regions of Guyana.

Application Forms may also be scanned and emailed to: applications@gecom.org.gy

Applications may also be done ONLINE by going to: <https://gecom.org.gy/home/apply> or by scanning the QR Code to the right.

