

ASSISTANT EXHIBITION OFFICER2

Assistant Exhibition Officer 2

1. Controls the queue at the exhibition centre;
2. Assists in the distribution of voter ID cards to registrants;
3. Keeps record of all objection and inclusion cases for the attention of the Exhibition Officer;
4. Assists the Assistant Exhibition Officer I to sensitize the registrant on the importance of the voter ID card;
5. Performs other duties as assigned by the Exhibition Officer and Ward Coordinator.

National Electoral Commission Sierra Leone



Aide Memoires Exhibition Officers



AIDE MEMOIRES

EXHIBITION OFFICER

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The Exhibition Officer /Registrar is responsible for managing the exhibition activities in his/her Exhibition Centre. The Exhibition Officer will perform the following duties:

1. At the end of each day, cross check the details of all registered voters entered on for that day in the Poll Book and exhibit the list the following day;
2. Ensure that all registrants wishing to check the PVR have access to the PVR;
- Ensure that registrants receive confirmation of registration or update information regarding their status; in confirmed issue Voter ID Card.
1. Ensure that the Registrants who were erroneously omitted from the PVR can request to be added onto the voters list;
2. Ensure that corrections requested by Registrants to their details are done on the spot on the PVR;
3. Ensure that Registered voters wishing to object to names existing on the PVR have an opportunity to do so;
4. Sign duly completed forms; and account for all forms used for Exhibition, both on a daily basis and at the end of the exercise;
5. Store the completed Exhibition Forms appropriately;

6. At the end of the Exhibition, return all forms used/unused and other materials to the District Electoral Office through the WC.

ASSISTANT EXHIBITION OFFICER1/VOTER CARD ISSUER

Assistant Exhibition Officer 1 / Voter Card Issuer (VCI)

1. Receives confirmed/approved Form 1A of registrant from Exhibition Officer on fulfilment of exhibition criteria;
2. Issues Voter Cards to registrants and enters their names and Voter ID card details in the Poll Book for NEC records;
3. Ensures the Registrant signs the Poll Book to confirm receipt of Voter Card;
4. Keeps in safe custody all VR Forms 1A received from registrants and accounts for them on a daily basis;
5. Sensitizes the registrant on the importance of the Voter Card and inform him/her to keep it for polling day and directs him/he out of the Exhibition Centre on receiving the Voter Card.