



NATIONAL ELECTORAL COMMISSION (S.L)

Headquarters Complex, OAU Drive, Tower Hill
Freetown, Sierra Leone



Recruitment of Polling Staff for Village Head Elections In Western Area Rural District

The National Electoral Commission (NEC) has administrative independence and aims to achieve high levels of effectiveness, accountability, neutrality and efficiency necessary to ensure autonomy as mandated by law. In light of this, the Commission therefore advertises **Temporary Staff Vacancies** for the 2017 Village Head Elections in the Western Area Rural District.

1. Polling Center Managers (PCM)

Duties and responsibilities

- He/she manages the assigned Polling Center and reports to the District Electoral Officer ;
- Trains polling staff (together with Presiding Officer);
- Oversees the arrangements in and around the Polling Stations and Polling Center;

Qualification

- Must have B.ED or H.T.C or equivalent Certificate(s) from recognized institution(s).
- Interpersonal skills, integrity and ability to adapt to situations,
- Work experience in Electoral activities will be an added advantage.

2. Presiding Officers (P.O.)

Duties and responsibilities

- He/she manages the assigned polling station;
- Trains polling staff (together with PCM)
- Supervises polling staff to ensure the integrity and procedural accuracy of the polling operation.

Qualification

- Must have H.T.C. or Higher Diploma or equivalent Certificates from a recognized institution;
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage

3. Voter Identification Officer (VIO)

Duties and responsibilities

- Verifies the presence of each voter on the FVR;
- Instructs the voter to sign/thumb print the FVR;
- Verifies that the voter has not already voted (no trace of ink on the index finger)

Qualifications.

- Must have WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage

4. Polling Center Queue Controllers (PCQC)

Duties and responsibilities

- Manages the overall queue control at the polling center;
- Assists voters by directing them to the correct polling station;
- Identifies and assists voters with special needs, especially persons with disabilities, the aged and lactating mothers

Qualifications.

- Must have WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage

5. Ballot Paper Issuers (BPI)

Duties and responsibilities

- Validates the ballot paper using the NEC Validation stamp;
- Issues the ballot paper to the voter and carefully instructs him/her on how to mark them;
- Direct the voter to a vacant voting screen and shows him/her where to subsequently cast the ballots.

6. Ballot Box Controllers (BBC)

Duties and responsibilities

- Make sure that the voter exiting from the voting screen moves towards the exit of the polling station;
- Guards the Ballot Box to ensure that all voters deposit their ballots in the correct manner;
- Directs the voters to the Ballot Paper Issuer (flow control).

Qualifications.

- Must have WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage.

7. Polling Station Queue Controllers (PSQC)

Duties and responsibilities

- Controls the entrance and exit of the Polling Station so that only authorized persons enter the Polling Station;
- Ensures that voters leave the Polling Station immediately after voting;
- Ensure that the queue is maintained in an orderly fashion throughout the day.

Qualifications.

- **Must have WASSCE (4 Credits);**
- **Interpersonal skills, integrity and ability to adapt to situations;**
- **Previous work experience in Electoral activities will be an added advantage.**

NOTE

Applicants should **CLEARLY INDICATE** on the envelope the Position applied for.

Women and Persons with Disabilities are strongly encouraged to apply.

The closing date and time for receipt of applications is on or before the close of work on Wednesday 20th December 2017. Only shortlisted candidates will be contacted.

Applications should be addressed to:

**The District Electoral Officer
Western Area Rural District Office,
Chukuma Johnson Drive,
Waterloo**