



National Electoral Commission (NEC)

OAU Drive, Tower Hill, Freetown



VACANCY ADVERTISEMENT

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 Vacancy for the post of **DIRECTOR OF TRAINING & ELECTORAL EDUCATION**

DUTIES

1. Develop the Strategic Plans for Training & Electoral Education;
2. Produce Training and Electoral Education manuals and materials for all Electoral Operations in line with the Legal Framework and approved procedures;
3. Ensure effective and timely implementation of Training and Electoral Education programmes;
4. Produce quarterly and annual work plans;
5. Manage the performance management processes in the department;
6. Identify and produce Training, Procedures and Electoral Education proposals for the attention of the Commission;
7. Collaborate with other departments to identify and produce Training and Electoral Education proposals for the attention of the Commission;
8. Collaborate with the Human Resource, Gender & Disability Department to identify and implement staff Capacity Building and Gender & Disability Trainings.
9. Provide regular annual and other departmental reports as required by the Commission;

10. Collaborate with stakeholders to ensure dissemination of accurate Electoral Education;
11. Evaluate the effectiveness of Training, Procedures and Electoral Education Programmes of the Commission;
12. Manage departmental budgets and other allocated resources effectively;
13. Collaborate with the relevant departments to ensure that all Training and Electoral Education activities are in line with the Legal Framework;
14. Other Official duties as assigned by the Executive Secretary.

Prerequisite Qualifications & relevant Experience

Master's Degree or equivalent in Political Science, Law, Education, Social Sciences or Professional Qualification specialising in Training and Capacity Building. Minimum of 6 years relevant work experience. Must be Computer Literate

Women and Persons With Disabilities are strongly encouraged to apply.

Closing Date

Closing date for receipt of Applications is **31st May 2019.**

Applications should be addressed to:

**The Director of Human Resource, Gender and Disability,
National Electoral Commission
OAU Drive, Tower Hill, Freetown**

PLEASE NOTE:

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED