

DEPARTMENT OF HUMAN RESOURCE, GENDER AND DISABILITY

Structure and Staff

The Department is divided into two units; Human Resource Unit and Gender and Disability Unit each headed by a Chief. The Director oversees and supervises all departmental activities and its implementation. These two Chiefs are supported by three staff, two Electoral Officers and an Assistant Electoral Officer.

FUNCTIONS OF THE DEPARTMENT

The Human Resource, Gender and Disability Department is responsible for the day to day management of the Commission's Human Resource, in accordance with the Commission's Human Resource Policy, Standing Order (A&B) and the country's Labour and Gender Laws.

This includes Performance Appraisals, adequate control measures to manage staff promotions, rotations, postings, remunerations, recruitment and increase participation in electoral processes of eligible persons with disabilities and marginalised groups.

ACCOMPLISHMENTS

HUMAN RESOURCE UNIT

- Facilitated the payment of all emoluments including annual leave allowances and benefits to all affected staff and addressed all staff personnel, administrative and disciplinary issues.
- Effected the following in accordance with the 2015 Annual Staff Appraisal: the promotion of two staff to the rank of Directors (Media and External Relations and Research, Monitoring and Evaluation), One Staff to the rank of Regional Chief East. The relocation of five staff members with different responsibilities.

- Recruited Office Assistants for Bonthe Mainland, Port Loko, Western Rural and Western Urban offices.
- Held meeting, with NASSIT to enlighten NEC staff on NASSIT scheme.
- Coordinated Internal and external trainings for NEC staff who were selected for such trainings;
- Facilitated Public lecture by NASSIT staff on the scheme.
- Coordinated with NASSIT to replicate similar Public lectures on the scheme at District levels.
- Facilitated the payment of NASSIT Retirement, Resignation and Death benefit to staff.
- Renewed the contract of Mr. Atieu Jalloh, Personal Assistant to Commissioner-North upon a written request by the Commissioner.
- Submitted staff records in collaboration with Finance Department to the Ministry of Finance and Economic Development based on the request to submit the primary information to facilitate computerization on the Payroll of subvented Agencies.
- Recruited VETO for Kambia District in the person of Atieu Jalloh, effective 1st November, 2016
- Conducted a recruitment process for District IT-Focal persons in collaboration with Information Technology Department
- Coordinated and Computed all Appraisals for 2016

CAPACITY BUILDING

In the period under review, the Department through the Commission facilitated the following activities for staff capacity building as outlined in the table below:

Date	Names	Designation	Course Title	Institution & Country
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1st – 8th and 17th – 22nd March 2016	Miss Tonia Magdalene Salankole	AEO Finance	Election Observation	Benin
16 th - 27 th May, 2016	Mr Wurie Turay	Chief -Procurement & Logistics	Training on Complete Procurement Cycle	UK
6 th -24 th June, 2016	Edmond Alpha	Director -Training & Electoral Education	Management of Democratic Elections in Africa	South Africa
6 th -24 th June, 2016	Patricia Sesay	Voter Education and Training Officer-Port- Loko	Management of Democratic Elections in Africa	South Africa
21 st June-4th July, 2016	Tamba T. Tormy	Director –Human Resource, Gender & Disability	Executive seminar on HRM	Israel
June 2016	Commissioner N’fah Alie- Conteh	Chief Electoral Commission/Chairman	Electoral Conference	Rwanda
June 2016	Mr. William Addo Davies.	Executive Secretary	Electoral Conference	Rwanda
June 2016	Albert Massaquoi	Director of Media and External Relations	Common Wealth Electoral Network	Trinidad and Tobago
10 th July 2016	Sheku Ahmed Koroma	Chief- Training & Electoral Education	Management of Democracy and Elections in Africa	South Africa
10 th July 2016	Louisa Gbassa	Assistant Electoral Officer –Training & Electoral Education	Management of Democracy and Elections in Africa	South Africa
July 2016	Commissioner N’fah Alie- Conteh	Chief Electoral Commission/Chairman	Electoral Conference	Namibia
July 2016	Mr. William Addo Davies.	Executive Secretary	Electoral Conference	Namibia
18 th July - 7th Oct. 2016	Michael Kamara	EO-IT	Web Application Development	India
August 2016	Philip Kargbo	Director of Operations	Elections Observation	Zambia
August 2016	Miatta French	Commissioner W/A	ECOWAS Assessment Mission	Ghana

5 th Sept. up to six months	Abubakarr Bangura	Office Assistant	Diploma in PC Hardware Engineering/A+	AITH, Freetown
5 th to 16 th September 2016	Raymond A N George	Director of Research, Monitoring and Evaluation	Certificate in Monitoring and Evaluation	United Kingdom
12 th to 16 th September 2016	Commissioner Augusta Bockarie	Commissioner South	Election Administration	United Kingdom
12 th to 16 th September 2016	Commissioner Macksood Gibril Sesay	Commissioner North	Election Administration	United Kingdom
2 nd - 10 th Oct. 2016	Issac Curtis Hooke	Chief -HR	Election Observation	Cape Verde
14 th Nov 2016	Miatta French	Commissioner W/A	ECOWAS Long Term Observation	Ghana
November 2016	Mr. William Addo Davies.	Executive Secretary	Election Observation	USA
2 nd – 8 th December, 2016	Sahr S. Kellie	DEO-Port Loko	Election Observation	Ghana
December 2016	Commissioner N'fah Alie-Conteh	Chief Electoral Commission/Chairman	Electoral Conference	Mozambique
December 2016	Mr. William Addo Davies.	Executive Secretary	Electoral Conference	Mozambique
December 2016	Philip Kargbo	Director of Operations	Study Tour	Uganda
December 2016	Mbekay Amara	Director of IT	Study Tour	Uganda
December 2016	Ahmed Kamara	Electoral Officer, IT	VR Kits assessment	China

GENDER & DISABILITY UNIT

- Successfully held a meeting with the Disability Organisations (Sierra Leone Association for the Blind- SLAB, Serra Leone Union on Disability Issues-SLUDI), on disability inclusive electoral process in Sierra Leone, 3rd November, 2016 at NEC HQ.

- Completed the distribution of NEC Disability Policy (Braille & English copies) to stakeholders at national and Regional levels.
- Collaborated with other departments in preparation for the conduct of the various bye elections.
- Ensure the translation and production of Voter Education materials (flyers, FAQs and manuals) into disability friendly formats (Braille, Sign language/Pictorial and Tactile Ballot Guides) during the conduct of these bye elections.
- Completed the development of NEC Disability Policy abridged version (and awaiting the approval for production.)
- Monitored the compliance of departments on gender and disability issues.
- Represented the Commission at other stakeholders meetings- Vetting of Human Right Strategic Plan and launching of the Plan.
- Attended the Training of Trainers Workshop on Civil/Voter Registration procedures.