

DEPARTMENT OF OPERATIONS

Structure

The Operations Department consists of the Field Coordination Unit at the National Headquarters and staff of the 14 NEC Electoral Districts.

Field Coordination Unit

Staffs include 1 Director, 4 Regional Chiefs/Field Liaison Officers, 2 Electoral Officers; and 1 Assistant Electoral Officer.

District Field Staff

Staffs include: 14 District Electoral Officers, 14 Assistant District Electoral Officers, 15 Voter Education and Training Officers, 15 Office Assistants, and 3 Regional Administrative Assistants.

Functions

The Operations Department is responsible for developing the general electoral operational plan as well as coordinating and ensuring its implementation. It has the overall responsibility of executing the strategies and activities of the Commission in the districts. The Department also plays a leading role in the delimitation of Electoral Boundaries and the conduct of all public elections and its related activities both at Headquarters and District levels i.e. Voter Registration, allocations and verification of polling canters and Election Security among others.

Accomplishments

Besides the coordination and management support services to the Commission for execution of all electoral and relevant processes in the districts, the Department successfully:

- Coordinated GIS Boundary Delimitation Training of Trainers
- Provided regular updates on all operational processes for stakeholders at relevant forums including Office of National Security Coordination Committee Group (NSCCG), Provincial Security Committee (PROSEC), District Security Committee (DISEC), Elections Committee and Boundary Delimitation (BD) Committee, Political Party Liaison Committee (PPLC), District Situation Report (Sitrep) to inform Commission and Management about activities and issues in the districts.
- Prepared concept and operational plans for the conduct of bye-elections;
- Prepared timeline for bye elections;
- Coordinated the holding of Election Committee Meetings;
- Prepared weekly updates for NSCCG, PROSEC and PPLC meetings.
- Held regular Election Committee meetings to coordinate and prepare for the conduct of bye elections;
- Conducted in collaboration with the Training Department, a training exercise for district staff at regional level in Bo (for South/East staff) and Makeni (for North/West staff) from the 7th to 9th April 2016, as part of the preparation for the Boundary Delimitation process. The training focused on training of field staff in the use of the ArcGIS Software for the delimitation of Constituency and Ward boundaries;
- Spearheaded the establishment of the Boundary Delimitation Monitoring Committees at district levels and facilitated the holding of their inaugural

meetings. These meetings served as forums to discuss boundary delimitation process with stakeholders as well as receiving their input;

- Prepared and circulated to all Directors and Commissioners, the 2015 Election report.
- Embarked on the distribution of Teaching and Learning Materials (TLMs) to all government schools and government assisted schools country-wide, in collaboration with the Ministry of Education Science and Technology [MEST]. This exercise took place from Thursday 28th April to 5th May 2016.
- Facilitated series of Boundary Delimitation Committee meetings at Headquarters to ensure effective planning for the execution of the BD process.
- In June the practical exercise of delimiting Constituency and Ward boundaries commenced at the office of Statistics Sierra Leone.
- Submitted to the Commission through the Executive Secretary, the final MEST report.
- Collaborated with the NRS in preparing timeline and concept of operations relating to recruitment guideline for the Civil/Voter Registration process;
- Partnered with the Ministry of Internal Affairs to conduct nation-wide civic education of stakeholders on the National Civil Registration Authority bill;
- Collaborated with Statistics Sierra Leone for the planning and implementation of Boundary Delimitation GIS Training of Trainers.