

## **DEPARTMENT OF TRAINING AND ELECTORAL EDUCATION**

### **Structure**

The Department comprises a Director, Chief, Electoral Officer and Assistant Electoral Officer. The two main components of the Department are Training and Procedures and Electoral Education.

### **Functions**

The Department of Training and Electoral Education is responsible for organizing and coordinating all election related operational trainings and development of procedures for all electoral processes. The Department also collaborates with the Human Resource Department on capacity building programmes for Commissioners and staff.

As part of its Terms of Reference, the Department is tasked with the responsibility of undertaking both voter and electoral education for all electoral processes. Of significance is the focus on electoral education which encompasses the 'why' and 'how' aspects of voting with emphasis also on civic education.

The Department's key objectives include professional training and capacity building for all NEC staff in related departmental disciplines; continuation of institutional capacity building initiatives, especially in Training staff on updated procedures for all electoral processes, including boundary delimitation, voter registration and conduct of polls.

The Training Department succeeded in undertaking the following key activities over the one year period under review:

## ACCOMPLISHMENTS:

- Conducted cascaded trainings for polling staff for the bye-elections;
- Distributed Resource Handbooks, flyers and Lacostes to the fourteen Electoral Districts for First Time Voters in selected secondary schools of the country;
- Coordinated and conducted Joint Refresher Training for NEC Headquarter and Districts staff and National Civil Registration Authority Officers;
- Developed and printed Training manuals, Quick Reference Guides (QRGs) and Voter Education materials for all Bye-elections conducted over the year;
- Organized Boundary Delimitation Training of Trainers Workshop for all NEC Headquarter and Districts staff;
- Coordinated nationwide information sharing and sensitization on Boundary Delimitation in the fourteen Electoral Districts;
- Jointly developed and finalised the National Civil Registration Authority (NCRA) Communication strategy for implementation on the civil and voter registration process;
- Designed an Electoral Education Strategy for the Boundary Delimitation and Voter Registration processes which was used for educating and disseminating information to the public;
- Coordinated and conducted joint Training of Trainers (ToT) Workshop for NEC and NCRA technical staff for the conduct of the civil and voter registration exercise;
- Three Departmental staff participated in an international training programme in Pretoria, South Africa on the Management of Democratic elections in Africa;
- Designed and finalised Training of Trainers Manual on the Civil and Voter Registration process for NEC and NCRA;

- Developed Quick reference Guide on the Civil and Voter Registration exercise for Registration Centre Staff.



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