



NATIONAL ELECTORAL COMMISSION (S.L)



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

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 Temporary Staff** for the 2018 Elections. Recruitment will be done at Regional Level.

1. Regional Centre Coordinators

Contract duration: 1st January -31st March 2018(3 months)

Job Responsibilities

- Assist in the planning, setting up and implementation of the Regional Tally Centre (RTC) project management activities;
- Execute and manage all Regional Tally Centre (RTC) operations: provide administrative, organizational, programmatic and logistic support to the NEC staff with reference to the NEC Election Procedures,
- Provide management to NEC staff to ensure that all operational and logistic support is in place ahead of commencement of training to enable the RTC to operate smoothly;
- Manage the RTC staff providing **operational and logistic support before and after election day**;
- Assist in the devising of the training schedule and assist in its implementation;
- Ensure that all staff attend their relevant training;
- Ensure operational efficiency and effectiveness of the RTC ;
- Oversee operational areas within the RTC, including Material Receipt, Data Entry, Quarantine, Form Review & Correction, and Archive; as well as Security, Observer Co-ordination, and cleaning staff.
- Monitors the movements of both people and vehicles at the Centre;

Experience

- Significant experience in management or supervision of subordinate staff in complex and time critical election operational environments;
- Experience in election administration and supervision;
- Experience working with governments, ministries, and/or local government authorities;

- Demonstrated ability and willingness to work as a member of a team, with people of diverse cultural, political and religious backgrounds while maintaining impartiality and objectivity;
- Flexibility and ability to work under pressure and within a limited time-frame;
- Experience working on a shift basis and beyond standard office hours;
- Ability to work in difficult and politically sensitive environments.
- **Should have sound I.T. knowledge to help with installation of Centre equipment (configurations)**

Interested applicants should indicate in their letters the regions they want to work. This should also be clearly indicated on the envelope.

Women and Persons with Disabilities are strongly encouraged to apply.

Closing Date:

The closing date and time for receipt of applications is on or before the close of work on Friday 22nd December, 2017. Only shortlisted candidates will be contacted.

Applications should be addressed to:

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