



NATIONAL ELECTORAL COMMISSION (S.L)



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

Recruitment of Regional Tally Centre Staff.

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 Temporary Staff Vacancies for the 2018 General Elections Regional Tally Centre Staff.

1. Regional Tally Centre Supervisors

Job Description.

The successful candidates will be responsible for providing management and oversight to the NEC Staff of the Regional Tally Centre (RTC) regarding the Receipt and Archiving of Election Day sensitive materials. S/he will be responsible for ensuring that all material is received, processed and archived in accordance with NEC procedures and that any discrepancies or irregularities are correctly processed, recorded and reported. S/he will report through the RTC Shift Manager, Deputy RTC Manager and RTC Manager.

Job Responsibilities

- Assist in advising on the set-up and management of the RTC throughout the election period to the conclusion of the results process;
- Provide direct support to the RTC Shift Manager, Deputy RTC Manager and RTC Manager, and work closely with all members of the NEC staff to ensure the timely and efficient provision of the election results;
- Assist in the selection, recruitment and training of all staff;
- Ensure that all election day material including ballot boxes, RRFs, TEEs and unused material is accounted for and processed in accordance with the NEC procedures;
- Provide management to NEC staff in his/her operational during operational shifts at the RTC;
- Perform additional tasks as directed by the RTC Shift Manager, Deputy RTC Manager and RTC Manager.

Experience

- Experience in management and/or supervision of staff
- Previous technical and/or assistance working experience in Election Administration;
- Ability to operate windows applications, including Microsoft Word, Excel, Access and email as well as a knowledge of electronic database systems;
- 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.

2. Regional Tally Centre Data Entry Clerk

Job Description

The successful candidate will be responsible for data entering data from sensitive electoral material received at Regional Tally Centre (RTC). The Data Entry Clerk will be responsible for ensuring that all material is processed and data entered in accordance with NEC procedures and that any discrepancies or irregularities are correctly acted upon, recorded and reported. S/he will report through the Data Entry Supervisor to the RTC Shift Manager, Regional IT Officer and Regional Chief.

Job Responsibilities

- Provide direct support to the Supervisor and the RTC Shift Manager;
- Work closely with all members of the NEC staff to ensure the timely and efficient provision of the election results;
- Data enter sensitive electoral material into the RTC Material Receipt Database and/or Results Management Database;
- Ensure that all election day material including RRFs and TEEs is accounted for and processed in accordance with the RTC procedures;
- Ensure that all sensitive material requiring follow up action is processed in accordance with the NEC procedures;
- Perform additional tasks as directed by the Data Entry Supervisor and RTC Shift Manager.

Experience

- Previous experience in data entry and/or clerical work;
- Previous technical and/or support working experience in Election Administration;
- Ability to operate windows applications, including Microsoft Word, Excel, Access as well as a knowledge of electronic database systems;
- 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 capacity to work under pressure and within a limited time-frame;
- Experience working on a shift basis and beyond standard office hours.

NOTE

Applicants should **CLEARLY INDICATE** on the envelope the Position applied for.

Women and Persons with Disabilities are strongly encouraged to apply.

The closing date and time for receipt of applications is on or before close of office on Tuesday 6th February 2018. **Only shortlisted applicants will be contacted.**

Applications should be addressed to :

The Director of Human Resource, Gender and Disability

National Electoral Commission,

OAU Drive,

Tower Hill,

Freetown