

DEPARTMENT OF ADMINISTRATION

Structure and Staff

The Department consists of an Administration Unit and a Logistics & Procurement Unit staffed by: 1 Director; 2 Unit Chiefs; 4 Electoral Officers; 3 Assistant Electoral Officers.

Functions

Its main tasks include:

- Provision of administrative support services including the provision of offices for all staff and ensuring the availability of adequate office equipment and facilities,
- Managing the assets of the Commission including buildings and land,
- Managing the Commission's fleet of vehicles and motor bikes,
- Registering all incoming and outgoing mails as well as dispatch activities,
- Ensuring security and safety of the Commission's staff, buildings and equipment,
- Procurement of goods services and works in accordance with the Public Procurement Act, 2004 and National Public Procurement Authority guidelines.

Accomplishments

The major accomplishments of the Administration Department in the year under review include:

- Coordinated members of the Procurement Committee for the procurement of vehicles;
- Initiated discussions with the National Fire Force for servicing fire extinguishers and fire safety drills;
- Collaborated with the Sierra Leone Road Safety Authority for the boarding of old NEC vehicles;
- General cleaning and maintenance for all assets including premises and vehicles ;
- Facilitated the erection of beacons in the Pujehun District office land;
- Provided logistical and other support services to the Commission and all departments including the provision of fuel, stationery, provision, toiletries, printing and dispatch;

- Facilitated the renewal of tenancy agreements and relocation of NEC District Offices in Tonkolili, Moyamba, Matru, Pujehun, Western Rural and Western Urban Districts;
- Submitted to the Commission an updated list of NEC Fixed asset and inventory for Headquarters, the Wellington Warehouse and all District Offices;
- Submitted a revised vehicle management policy to the Commission;
- Facilitated the retrieval of vehicles loaned to Statistics Sierra Leone to support the National Population and Housing Census and to the Ministry of Health and Sanitation to boost the fight against Ebola;
- Facilitated the transfer of one vehicle to the Ministry of Local Government and Rural Development to support the de-amalgamation process;
- Procured non-sensitive and sensitive materials for all bye-elections;
- Procured materials to support the boundary delimitation exercise;
- Facilitated international travel arrangement for staff including visa application processes;
- Licensed and insured all NEC vehicles, motor bikes and the Headquarter building.