



NATIONAL ELECTORAL COMMISSION (S.L)

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



Recruitment of Polling Staff for March 2018 General Elections

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.

1. Polling Center Managers (PCM)

Duties and responsibilities

- S/he manages the assigned Polling Center and reports to the District Electoral Officer;
- Trains polling staff (together with Presiding Officer);
- Oversees the arrangements in and around the Polling Stations and Polling Center;

Qualification

- Must have B.ED or H.T.C or equivalent Certificate(s) from Recognized institution(s).
- Interpersonal skills, integrity and ability to adapt to situations,
- Work experience in Electoral activities will be an added advantage.

2. Presiding Officers (P.O.)

Duties and responsibilities

- S/he manages the assigned polling station;
- Trains polling staff (together with PCM)
- Supervises polling staff to ensure the integrity and procedural accuracy of the polling operation.
- Completes all forms allocated to that station (RRF,etc)

Qualification

- Must have H.T.C. or Higher Diploma or equivalent Certificates from a recognized institution;
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage

3. **Voter Identification Officer (VIO)**

Duties and responsibilities

- Verifies the presence of each voter on the VR;
- Instructs the voter to sign/thumb print the VR;
- Verifies that the voter has not already voted (no trace of ink on the index finger)

Qualifications.

- Must have Diploma/NCTVA or WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- **Must be a matured adult**
- Previous work experience in Electoral activities will be an added advantage

4. **Polling Center Queue Controllers (PCQC)**

Duties and responsibilities

- Manages the overall queue control at the polling center;
- Assists voters by directing them to the correct polling station;
- Identifies and assists voters with special needs, especially persons with disabilities, the aged and lactating mothers

Qualifications.

- Must have WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage

5. **Ballot Paper Issuers (BPI)**

Duties and responsibilities

- Validates the ballot paper using the NEC Validation stamp;
- Issues the ballot paper to the voter and carefully instructs him/her on how to mark them;
- Direct the voter to a vacant voting screen and shows him/her where to subsequently cast the ballots.

6. **Ballot Box Controllers (BBC)**

Duties and responsibilities

- Ensures that the voter, exiting from the voting screen, moves towards the exit of the polling station;
- Guards the Ballot Box to ensure that all voters deposit their ballots in the correct manner;
- Directs the voters to the Ballot Paper Issuer (flow control).

Qualifications.

- Must have WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- Previous work experience in Electoral activities will be an added advantage.

7. Polling Station Queue Controllers (PSQC)

Duties and responsibilities

- Controls the entrance and exit of the Polling Station so that only authorized persons enter the Polling Station;
- Ensures that voters leave the Polling Station immediately after voting;
- Ensure that the queue is maintained in an orderly fashion throughout the day.

Qualifications.

- Must have WASSCE (4 Credits);
- Interpersonal skills, integrity and ability to adapt to situations;
- **Must be a matured adult**
- Previous work experience in Electoral activities will be an added advantage.

NOTE

Applicants should apply at District level, and should **CLEARLY INDICATE** on the envelope the Position applied for.

Women and Persons with Disabilities are strongly encouraged to apply. Teachers are also encouraged to apply.

Closing date for receipt of applications is 20th January 2018. Only shortlisted candidates will be contacted. MISDIRECTED APPLICATIONS WILL NOT BE CONSIDERED.

Applications should be addressed to:

The District Electoral Officer
National Electoral Commission
(Name of District) District Office
Address

For example:

**The District Electoral Officer
National Electoral Commission
Western Area Urban District Office
39 Jenner Wright Road (Up-Gun)
Freetown**

