

ELECTORAL AND BOUNDARIES COMMISSION

Details Regarding the Vacant Post of Registering Officer

Applications are invited from suitably qualified persons for the Post of Registering Officer.

Core Functions

Registering qualified persons for the National and Electoral Registers and maintaining an updated and accurate Register of Electors for the constituency assigned

Duties and Responsibilities

- Conducting Registrations
 - Registering applicants at the office daily and at the Constituency Registration centre at least once per week
 - Registering physically incapacitated persons (at home, nursing homes, district hospitals etc.) and ensuring timely delivery of the Identification Cards
- Conducting Investigations
 - Investigating new registrants with a view to determining the electoral status and accuracy of polling district and constituency assignment
 - Investigating and certifying amendments to registrations including Change of Names, Change of Addresses and Migration Changes
 - Investigating and confirming deaths for removal of names from the Register of Electors
 - Preparation and submission of the investigation report
- Maintaining the Register of Electors for the Constituency assigned
- Undertaking election duties, these include:
 - Managing the Electoral Revising Centres, which includes:
 - Supervising the Clerical Assistants
 - Instituting hearings of claims and objections in respect of registration, keeping records of evidence taken and documents produced during hearing, making recommendation to the Chief Electoral Officer
 - Making claims and objections available for inspection at the address of the Registering Officer until the determination of the claim or objection
 - Ensuring registers of electors are made available for inspection at the Revising Centre.

- Identifying suitable buildings to be used as the nomination centre, counting centre and polling stations
 - Reviewing the lists of election workers from the previous election and make initial contact to ascertain their availability for the current election
 - Accurately entering the nomination centre, counting centre, polling stations and election workers into the Election Management System
- Performing any other related duties as assigned

Qualifications and Experience

- i. Passes in at least five (5) CXC subjects at General Proficiency level, one of which must be English Language and at least five years' relevant experience; and
- ii. A sound knowledge of the geography of Barbados and familiarity with local residential districts.
- iii. Knowledge of digital photography

Proficiency in the use of the computer will be an asset

On the job training in the Departments Registration, Electoral Management System and other software would be provided

Knowledge Requirements

- i. Knowledge of the function and duties of the post
- ii. Knowledge of the government policies, rules and procedures that affect the functioning of the Department
- iii. Knowledge of the legislation that governs the functions of the Department

Other Requirements

Possession of a motor vehicle

Skills and Abilities

- i. Required Skills:
 - (a) Time management skills
 - (b) Interpersonal skills
 - (c) Problem solving skills
 - (d) Oral and written communication skills
 - (e) Intermediate to advanced computer skills

- ii. Required Abilities:
 - (a) To work well under pressure
 - (b) To work with minimal supervision
 - (c) To work in a team
 - (d) To make decisions based on sound judgement and technical knowledge
 - (e) To main a high level of confidentiality

Desired Traits

- i. High moral and ethical standards
- ii. Willingness to:
 - (a) work outside normal working hours (to facilitate operations of the Registration Centres)
 - (b) perform other relevant duties

Preference will be given to persons over the age of thirty (30) years with at least five (5) years previous working experience

Remuneration

- i. Salary Scale Z 23-11 - (\$38,476.87 - \$53,431.31 per annum).
- ii. Travelling Allowance - in accordance with the provisions of the Representation of the People (Expenses) Amendment Regulations 2009.

Appointment

Appointment will be on terms and conditions stipulated by the Electoral and Boundaries Commission.

Applications on forms obtainable from the Electoral and Boundaries Commission's Office should be submitted to the Chief Electoral Officer, Level Four, Warrens Towers II, Warrens, St. Michael, not later than **Friday, December 6, 2019.**

Angela Taylor (Mrs.)
Chief Electoral Officer
2019-11-01