



JOB DESCRIPTION

Post:	Electoral Support Officer
Reports to:	The Chief Electoral Officer
Working Hours:	Normal: 8am to 4pm Required to work outside working hours as and when necessary.

JOB PURPOSE & SUMMARY:

The role of the **Electoral Support Officer** is to support the Office of the Chief Electoral Officer in the preparation and conduct of election.

The main areas of support are; the coordination of elections, the management of an effective communication system, the conduct of research and surveys, mobilization of logistics and coordination of political parties.

MAIN RESPONSIBILITIES

- 1.1 Support in the coordinating of activities related to the election processes throughout the electoral cycle for the respective stakeholders.
- 1.2 Support the undertaking of reviews of tools and processes for elections.
- 1.3 Coordination and implementation of communication programme throughout the electoral cycle.
- 1.4 Maintain an effective communication system with the various stakeholders throughout the electoral cycle.
- 1.5 Develop, train, and maintain a cohort of database for electoral officers.
- 1.6 Support the delimitation exercise and coordination.
- 1.7 Develop and implement a communication and educational programme for the delimitation of electoral boundaries exercise.
- 1.8 Conduct surveys and research as and when required.
- 1.9 Support in the maintaining of the register of political parties.
- 1.10 Maintain the various social media platforms of the Electoral Commission.
- 1.11 Collaborate with the registration department with the aim of mobilizing eligible voters to participate in elections.
- 1.12 Maintain the Documentation Centre of Electoral Commission.

QUALIFICATIONS

- i. Degree in management, media studies and marketing is recommended or relevant field plus 2 years' relevant work experience
- ii. Experience or knowledge of the electoral processes

- or;
- iii. Diploma in Management /Diploma in Marketing/ A postgraduate qualification or relevant field plus 4 years/ relevant work experience.

OTHER EXPERIENCE AND SKILLS REQUIRED

- Awareness of the electoral cycle and processes
- Excellent communication skills both orally and in writing
- Excellent interpersonal skills
- Good IT skills
- Presentation skills
- Initiative
- Ability to prioritize and plan effectively
- Awareness of different media agendas
- Creativity
- Able to speak and write all three-national language (Creole/ English/French)
- Ability to represent the ECS in a professional manner and work effectively as part of a team to support the efficient delivery of pre- election, election and post- election events.

PERSONAL CHARACTERISTICS

- Non-partisan
- Very confidential
- Disciplined/ Punctual
- Pleasant Personality
- Team player
- Flexible/understanding
- Responsible/reliable
- Able to work under pressure

