



EXTERNAL JOB ADVERT FOR PART-TIME/TEMPORARY EMPLOYMENT

The Electoral Commission, established under Article 60 of the Constitution of the Republic of Uganda and mandated to conduct public elections and referenda, invites applications from suitably qualified persons with proven integrity and initiative, results oriented, able to work in teams under minimum supervision, and excellent client care to fill vacant positions within its establishment.

Application procedure

Interested and qualified applicants should submit hand written/typed applications clearly indicating the position applied for and area/ District of work. The applicants must possess a National ID/ NIN, a comprehensive CV with 2 referees and day time telephone contact.

All qualified persons are encouraged to apply with attachments of photocopies of certificates and Handwritten/typed applications, testimonials shall be submitted to the District Election Administrators of the area of interest in any case **NOT LATER than Monday 4th November 2024.**

A short-list of candidates to appear for interviews will be pinned at the office of the District Election Administrator in your district. The date for conducting interviews will be communicated to you through the office of the District Election Administrator and through announcements on local radio stations. Successful candidates will be informed through the same office and will be issued with appointment letters.

Successful candidates will be paid through e-cash. Therefore, applicants must possess a phone number registered on **Mobile Money** in their **names.**

Electoral Commission is an Equal Opportunity employer and therefore all qualified persons are encouraged to apply.

NEW

NEW

Vacancy 1:	Sub-County Election Officer (2300)
No. of positions:	One per Sub-County
Reports to:	Returning Officer
Duty Station:	Within the Sub-county
Terms:	Three months Contract (with a possibility of renewal)

Key responsibilities:

1. Administering all electoral activities in the sub-county;
2. Conducting voter education in the Sub-County;
3. Issuing out Voter Location Slips;
4. Updating the Voters Register;
5. Assist in mobilizing people to turn up and participate in electoral activities;
6. Responsible for the conduct of nominations, campaigns and polling day activities;
7. Making election activity reports to the Returning Officer;
8. Responsible for Electoral Commission equipment and materials within the area of jurisdiction;
9. Participate in recruiting and training, registration, display and polling day officials;
10. Ensuring that election materials reach polling stations on time;
11. Conducting publicity of electoral activities;
12. Providing information and statistics on voter registration, voting and elections;
13. Any other official duties assigned from time to time.

PERSON SPECIFICATION
Qualifications and skills:

1. Possession of Uganda Advanced Certificate of Education (UACE) or its equivalent;
2. Should have high moral character and proven integrity;
3. Should be resident in the Sub-County for at-least three (3) years;
4. Should be a registered voter;
5. Considerable knowledge of the electoral process in Uganda;
6. Should have a crime-free record; and
7. Experience in handling public affairs is an added advantage;

NEW

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vacancy 2: Parish Election Officer (10,717)
no. of positions: One per Parish.
reports to: Sub-County Election Officer
Post Station: Within the Parish
Terms: 3 months contract (with a possibility of renewal)

Key Responsibilities:

1. Administering all electoral activities in the parish;
2. Conducting voter education in the parish;
3. Issuing out Voter Location Slips;
4. Updating the Voters Register;
5. Assist in mobilizing people to turn up and participate in electoral activities;
6. Responsible for the conduct of nominations, campaigns and polling day activities;
7. Making election activity reports to sub-county Election Officer;
8. Responsible for Electoral Commission equipment and materials within the area of jurisdiction;
9. Participate in recruiting and training, registration, display and polling day officials;
10. Ensuring that election materials reach polling stations on time;
11. Conducting publicity of electoral activities;
12. Providing information and statistics on voter registration, voting and elections;
13. Any other official duties assigned from time to time.

PERSON SPECIFICATION

Qualifications and skills:

1. Possession of Uganda Certificate of Education (UCE) or its equivalent will be an added advantage;
2. High moral character and proven integrity;
3. Should be resident in the Parish for at-least three (3) years;
4. Demonstrable experience in handling Public Affairs is an added advantage;
5. Should be a registered voter;
6. Considerable knowledge of the electoral process in Uganda; and
7. Should have a crime-free record.

Preferred skills and experience for **BOTH** positions:

1. Ability to command respect;
2. Considerable knowledge and exposure to the electoral process;
3. Good communication, interpersonal and team-work skills;
4. Capacity to work with senior personalities in different occupations;
5. Analytical and problem solving skills;
6. Ability to train; and
7. Ability to work under tight deadlines.