



## **RECRUITMENT OF TEMPORARY ELECTION OFFICIALS FOR THE WAJIR WEST BY-ELECTION 2019**

The Independent Electoral and Boundaries Commission invites applications for temporary Election Officials for the **Wajir West Constituency By-Election** taking place on the **25<sup>th</sup> April, 2019**.

### **1. Support Electoral Trainers (SETs)**

#### **Duties and Responsibilities**

- To assist in training of POs, DPOs and clerks
- Assist in preparing training venue and materials
- Perform the duties of PO or DPO as will be assigned by the RO.

#### **Requirements**

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Social Science Degree or Diploma from recognized institution
- Be computer literate,
- Have proven and demonstrated training skills.
- Should have participated in adult training programs.
- Ability to manage people.
- Must be available for the entire period of the By-Election
- Must be residents of WAJIR WEST constituency

### **2. Constituency ICT Clerks:**

#### **Duties and Responsibilities**

- To provide a high quality first level ICT support service to the Returning Officer at the Tallying Centre.
- Restore the normal service to the users as quickly as possible by fixing technical, fulfilling service requests or answering queries to allow the users to work effectively.
- Preparation, Configuration and testing of KIEMS Kits in readiness for the By-Election.
- In liaison with the CICT, provide technical Support to the PO/DPO/Clerks during the By-Election.
- Ensure that the KIEMS kits are fully charged and functional at all times.
- Participate in the training of SETS/POS/DPOS and Clerks.
- Any other duty assigned by the Returning Officer.

## **Requirements**

- Be a Kenyan citizen of high integrity and be non-partisan.
- Be holder of a minimum of Diploma qualifications in ICT or other IT related field.
- ICT Certification (e.g. MCSE, CCNA or Equivalent) will be an added advantage.
- At least 2 years' industrial experience in ICT support in a busy environment.
- Hands on experience and skills in Computer Hardware, Network and Software diagnosis.
- Should have effective communication skills and good report writing skills.
- Must be available for the entire period of the By-Election.
- Must be residents of the Constituency.

## **3. Logistics Officers**

### **Duties and Responsibilities**

- Draw the material distribution plan within area of jurisdiction.
- Draw and implement route maps of material distribution.
- Arrange election materials in readiness for collection by POs/DPOs.
- Support the Returning Officer in the distribution and retrieval of election materials.
- Identify gaps in materials received and distributed and liaise with RO in addressing the gaps.
- Maintain records of all materials received, distributed and retrieved.
- Any other duties assigned by the Returning Officer

### **Requirements**

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Degree/ Diploma certificate from a recognized institution
- Be competent in Ms Office
- Have effective communication skills
- Have good report writing skills
- Proven organizational skills
- Must be residents of the constituency
- Must be knowledgeable in logistics, distribution and retrieval of materials
- Should be conversant with the Geographical, infrastructure and terrain of the Constituency.
- Must be available for the entire period of the By-Elections

## 4. Presiding and Deputy Presiding Officers

### Duties and Responsibilities

- Collect and ensure security of all By-Election training materials.
- Oversee efficient and effective management of the By-election before, during and after the by election.
- Ensure good conduct of elections in the polling station or tallying centre as assigned by the RO
- Counting, tallying and announcement of provisional results at the polling station and delivering the same to the RO.
- Ensure safe custody of all entrusted documents, document handover of all election materials and equipment to the RO after the By-Election.
- Assist in the training of polling/counting clerks.
- Any other duties as assigned by the Returning Officer.

### Requirements

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Degree/ Diploma certificate from a recognized institution
- Be computer literate,
- Have effective communication
- Good report writing skills
- Ability to manage people, sensitive data and materials.
- Have skills in data computation
- Must be available for the entire period of the By-Election
- Must be residents of the constituency where the by election is taking place.

## 5. Polling Clerks/ Counting Clerks

### Duties and Responsibilities

- Search the voter in the Kenya Integrated Election Management System (KIEMS).
- Ensuring smooth flow of voters at the polling station, identifying voters with special needs and managing queus.
- Preparation and arranging of polling/counting room.
- Assist the PO/DPO to stamp and issue ballot papers to identified voters.
- Assist PO/DPO in sorting and counting ballots.
- Any other duty/duties as assigned by the RO or PO.

### Requirements

- KCSE Aggregate C- and above
- Must be of good character and non-partisan
- Must be available for the entire period of the By-Elections
- Applicants for the position of Polling Clerk/Counting Clerk must be residents of the County Assembly Ward where the polling centre applied for is located.

## 6. Ward-Based Voter Educators -2 per Ward

### Duties and Responsibilities

- Facilitate voter education activities in liaison with the local stakeholders, relevant authorities and community leaders.
- Distribute and disseminate voter education materials in schools, churches/mosques, health centres, markets, community centres, farms, business centres and at any other convenient places.
- Act as a link between the Returning Officer and CSOs, CBOs and the community.
- Monitor and evaluate voter education activities by other voter education providers in the Ward.
- Prepare weekly activity reports and submit to the RO.
- Any other duties assigned by the immediate supervisor.

### Required Qualifications

- Minimum Diploma in Social Sciences/Education/Project Management)
- Minimum 3 years' experience in voter/civic education, community mobilization and social, work within the Ward/Constituency/County applied for
- Must be a resident of the County Assembly Ward
- Must be able to speak the main language of communication used by residents of the Ward
- Must be non-partisan with exceptional understanding and knowledge of socio-cultural, economic and political dynamics of the ward
- Proof of having successfully conducted voter/civic education activities or informal training, with existing networks within the Ward/Constituency
- Proven report writing skills
- Must not be engaged in any other remunerative activity during the period of engagement.

### Application Criteria

Applicants who strictly meet these requirements should submit their *application letters* attaching *academic and professional certificates* and *copy of ID* to The Returning Officer, Wajir West Constituency.

All applications should be dropped at the IEBC Constituency Office at **GPTC (GRIFTU PASTORALIST TRAINING CENTRE)** in **GRIFTU WAJIR WEST** not later than 18<sup>th</sup> March 2019.

**NB.**

IEBC is an equal opportunity employer and canvassing will lead to disqualification.

Applicants attention is drawn to Section 30 of the IEBC Act 2012 in which members or employees of the commission will be held liable on conviction to a term of imprisonment not exceeding three years or a fine of not more than one million Kenya Shillings or both for subverting the process of free and fair elections or interfering with the functions of the Commission in discharge of its duties.

**RETURNING OFFICER  
WAJIR WEST BY ELECTION 2019**