



GOVERNMENT OF SAINT LUCIA

MINISTRY OF THE PUBLIC SERVICE, HOME AFFAIRS, LABOUR AND GENDER AFFAIRS

Department of the Public Service

VACANCY NOTICE

Applications are invited from suitably qualified persons for appointment to the post of **CHIEF ELECTIONS OFFICER** at the Electoral Department.

RESPONSIBILITIES AND RELATIONSHIPS

1. To oversee the administration of the national elections process; monitor and evaluate electoral systems and procedures; assist in the development and review of electoral legislation, policies, and guidelines; ensure the development and maintenance of elections statistics; and promote voter education and awareness, to facilitate impartial elections of members of the House of Assembly in compliance with legislative and regulatory requirements.
2. Liaises with the Electoral Commission, where necessary the Commissioner of Police and Constituency Boundaries Commission, on matters relating to work in progress.

DUTIES AND TASKS

1. Leads and manages assigned staff through target setting, continuous dialogue, mentoring, coaching, assessment of staff performance, identifying training needs and gaps, and managing leave, to ensure effective performance management and promote employee wellbeing.
2. Prepares the work programme for the Department in line with strategic objectives through strategic planning, consultation with stakeholders

and team members and review of key evidence-based reports/documentation, to enable the determination of targets, milestones and deadlines.

3. Oversees the elections process for national elections through consultation with the Electoral Commission; developing action plans and assessing registration and election needs; serving as Chief Registration Officer; supervising the enumeration, verification and registration of voters; reviewing and approving relevant documentation and collaborating with key stakeholders, to promote accountability and facilitate the election of members of the House of Assembly, in accordance with legislative requirements.
4. Advises the Electoral Commission on matters relating to national elections through consultation, research and analysis, reviewing existing policies, procedures and processes, assessing situations, and making recommendations, to promote advancements, foster consistency and compliance, and enable informed decision-making.
5. Assists in the development and review of electoral legislation, policies and guidelines by conducting research and analysis, reviewing existing registration processes, legislation and policies and making recommendations in accordance with established procedures, to ensure compliance and consistency with legislative requirements.
6. Assists the Electoral Commission in effecting the recommendations of the Constituency Boundaries Commission by making necessary changes to polling stations to accommodate for any legislated changes to constituency boundaries to ensure registered electors are placed within the accurate polling stations.
7. Administers referendums and issues certificates stating results of such referendum through consultation and submission of final reports to relevant parties in an effort to effect changes to the constitution.
8. Oversees the issuance of the national identification cards by supervising the registration and verification process, reviewing and approving relevant documentation, and ensuring production of the identification cards, to enable accessibility/availability and promote accountability.

9. Manages the publication of the revised list of electors and the supplementary bi-annual voters list by reviewing and approving voter information and utilising local print media, the Saint Lucia Gazette and postings at public buildings island-wide, to facilitate verification by voters.
10. Ensures the preparation of the Elections and Bi-Elections Reports by supervising the compilation and finalisation of election results after each national election exercise, accumulating and analysing statistical elections results, to ensure accountability and inform the Office of the Governor General.
11. Serves as a member of electoral observation missions by observing and assessing established electoral systems, processes and procedures of other democracies and reporting on findings, to ensure compliance with legislative requirements and support improvements for the strengthening of democratic systems.
12. Develops the annual budget and coordinates the budgetary process of the Department, by assessing programme initiatives to establish strategic linkages, conducting research and analyses and leading budget planning meetings, to ensure availability of funds for programme implementation, in alignment with strategic objectives.
13. Implements and monitors the budget for the Department by working in collaboration with Department heads to ensure access to funding for various programmes/projects, the effective use of resources, and to facilitate early detection and management of budget variations.
14. Facilitates continuous learning through training, workshops and meetings by applying effective training methodologies and presentation skills to build capacity in the elections process.
15. Collaborates with stakeholders in the design, implementation and delivery of training exercises, workshops and educational activities targeted at communities, schools, institutions and the general public, to promote awareness in national elections.
16. Directs public education and awareness programmes by developing public relations strategies and campaigns, and designing, implementing

and coordinating an annual calendar of activities for outreach initiatives, to increase familiarity with the work programme of the Department and foster broader stakeholder engagement.

17. Ensures the development and maintenance of statistical databases by gathering key registration information, in accordance with established procedures, to ensure the retention and accessibility of data that serve the information needs of stakeholders, enable reporting obligations, and promote accountability and transparency.
18. Empowers assigned staff to resolve inquiries and/or complaints from internal and external customers through established monitoring mechanisms, intervening in exceptional circumstances and maintaining an issues log to enable excellent service delivery and maximise customer satisfaction.
19. Establishes linkages with relevant stakeholders through collaboration and networking at the local, regional and international levels, to enable information sharing, knowledge transfer and the identification of requisite resources to fulfil the mandate of the Department.
20. Represents the Department on committees, conferences and meetings at the local, regional and international levels to articulate government's policy position and foster networking and alliances.
21. Prepares status reports on the work programme of the Department, in accordance with standard operating procedures, to allow for a review of set targets and objectives, facilitate decision-making and promote accountability.
22. Performs any other job-related duties as may be assigned.

CONDITIONS

1. Congenial accommodation is provided within a general administrative office with field work conducted.
2. Institutional support is provided through the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures,

collective agreements, Estimates of Revenue and Expenditure, Elections Act, Public Finance Management Act, Cap. 15.10 and other relevant policy documents.

3. Opportunities exist for personal development through established orientation and training programmes as outlined in the Training and Development Policy for the Saint Lucia Public Service.
4. May be required to work beyond the normal working hours.
5. Required to remain current on practices and developments in strategic leadership and management and electoral management processes.
6. Required to demonstrate political acuity.
7. Required to maintain integrity, confidentiality, tact and diplomacy in the conduct of duties.
8. Required to be punctual and present for work, meetings and other official appointments and activities.
9. Functions in a scheduled travelling post with travel allowance in accordance with that stipulated in the terms and conditions of employment.
10. Required to own and maintain a motor vehicle for the proper performance of duties and to possess a valid driver's license.
11. May be required to travel regionally and internationally in the conduct of duties.
12. Required to take an Oath of Secrecy/Affirmation.
13. Salary and benefits are in accordance with that stipulated in the terms and conditions of employment.

KNOWLEDGE, SKILLS AND ABILITIES

1. Expert knowledge of, and ability to interpret and apply principles and practices of elections administration.
2. Advanced knowledge of the machinery of government and ability to interpret and apply its administrative policies and procedures.
3. Advanced knowledge of, and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, Estimates of Revenue and Expenditure, Public Finance Management Act, Elections Act and other relevant policy documents.
4. Expert interpersonal skills and consistently demonstrates emotional intelligence.
5. Expert oral and written communication, listening and presentation skills.
6. Expert negotiation and mediation skills.
7. Advanced leadership and management skills with the ability to inspire and motivate employees.
8. Advanced analytical and conceptualisation skills.
9. Advanced organisational and project management skills.
10. Intermediate computer literacy skills; with the ability to manipulate software applications such as word processing, databases, spreadsheets and presentation programmes.
11. Ability to effectively develop and maintain working relationships with team members and other stakeholders.
12. Ability to manage time, meet deadlines and remain calm under pressure.
13. Ability to exercise initiative and judgment in the execution of duties.
14. Intellectually acute, visionary and innovative.
15. Ability to adapt to organisational change.

EVALUATION CRITERIA

1. Demonstrated knowledge of, and ability to interpret and apply principles and practices of elections administration.
2. Demonstrated knowledge of the machinery of government and ability to interpret and apply its administrative policies and procedures.
3. Demonstrated knowledge of, and ability to interpret and apply the provisions of the Constitution of Saint Lucia, civil service rules and regulations, standard operating procedures, Estimates of Revenue and Expenditure, Public Finance Management Act, Elections Act and other relevant policy documents.
4. Demonstrated interpersonal skills and emotional intelligence.
5. Demonstrated effectiveness of oral and written communication, listening and presentation skills.
6. Demonstrated negotiation and mediation skills.
7. Demonstrated leadership and management skills.
8. Demonstrated analytical and conceptualisation skills.
9. Demonstrated organisational and project management skills.
10. Demonstrated computer literacy skills.
11. Demonstrated ability to effectively develop and maintain working relationships with team members and other stakeholders.

12. Demonstrated ability to manage time, meet deadlines and remain calm under pressure.
13. Demonstrated ability to maintain integrity, confidentiality and professionalism in the conduct of duties.
14. Demonstrated ability to exercise initiative and judgment in the execution of duties.
15. Demonstrated intellectual acuity and ability to be visionary and innovative.
16. Demonstrated ability to complete assignments and tasks as defined by performance targets.
17. Demonstrated political acuity.
18. Demonstrated ability to remain current on practices and developments in strategic leadership and management and electoral management processes.
19. Demonstrated ability to prepare and submit reports that meet established standards.
20. Demonstrated ability to adapt organisational change.

QUALIFICATIONS AND EXPERIENCE

1. Master's Degree in Electoral Policy and Administration, Electoral Management, Management Studies or related field of study plus four (4) years' experience in a post at Grade 15 or above; or four (4) years' relevant professional experience; **OR**
2. Bachelor's Degree plus Post Graduate Diploma in Electoral Policy and Administration, Electoral Management, Management Studies or related field of study plus four (4) years' experience in a post at Grade 15 or above; or four (4) years' relevant professional experience.

SALARY

Salary is at the rate of **EC\$103,194.00** per annum (Grade 19).

HOW TO APPLY

Applications should be made on the prescribed Government of Saint Lucia Employment Application Form and should be accompanied by certified copies of documents pertaining to qualifications, two (2) recent references and one (1) passport sized photograph, along with other specified requirements.

Applications should be addressed to:

**Electoral Commission
C/o The Human Resource Officer
Electoral Department
Godfrey James Building
High Street
CASTRIES**

Applications should reach the address no later than July 19, 2024.

Only suitable candidates will be acknowledged.

Please be advised that only the candidates with the best qualifications and experience will be shortlisted for interviews. Therefore, candidates who meet the minimum qualifications and experience may not be considered for an interview.