



INTERNAL ADVERT

The Independent Electoral and Boundaries Commission hereby invites applications from competent and result-oriented serving Commission Employees for the following positions:

COUNTY ELECTION MANAGER

JOB TITLE	County Election Manager (3 Posts)
SCALE	4
LOCATION	Nakuru, Kisii, Baringo and Kajiado
DIRECTORATE	Voter Registration and Electoral Operations
TERMS OF SERVICE	Permanent and Pensionable

The County Elections Manager are responsible for facilitating and monitoring the delivery of effective and efficient election operation services within the County. This entails providing oversight on electoral activities; managing the Constituency Election Coordinators; providing guidance on implementation of the Commission's strategy; and coordinating periodic reporting of County activities.

DUTIES AND RESPONSIBILITIES

- a) Develop & oversee implementation of County strategies, work plans and budgets that are aligned to the Commission strategy;
- b) Facilitate and monitor the delivery of effective and efficient County election services including voter registration, voter education, warehouse and logistics activities;
- c) Develop accountability measurements, monitor the performance indicators at the county and constituency levels and ensure timely preparation of periodic reports;
- d) Coordinate voter registration, education & election operation processes at the County & Constituency ensuring the timely availability of the requisite resources;
- e) Liaise with County administrative & security official to facilitate all election activities;
- f) Maintain a good public image of the Commission at County & Constituency levels;
- g) Liaise with Commission secretariat to monitor County Political Parties' activities;
- h) Coordinate all surveys/researches at both the County and Constituency level;
- i) Coordinate the HR & Administration function at the County and Constituency level;
- j) Liaise with stakeholders to delimit wards and constituency boundaries;

- k) Coordinate and provide leadership to the Constituency Election Coordinators in the County, lead and mentor staff at County and Constituency levels;
- l) Coordinate support services at County and Constituency levels including procurement, maintenance, transport management, protocols and ensure safe custody of the Commission's assets;
- m) Collate evidence related to the elections cases and coordinate conflict prevention and dispute resolution activities;
- n) Provide logistics for voter registration at Constituency levels and consolidate data for uploading and Monitor voter registration programmes;
- o) Conduct stakeholders meetings at County level to monitor the electoral climate during the electoral period;
- p) Monitor voter education at County and Constituency levels and provide feedback to the voter education and partnership directorate;
- q) Maintain and secure election materials and equipment and carry out monthly stock taking on Commission assets;
- r) Distribute election materials to Constituency on a need to do basis and in accordance with the electoral calendar;
- s) Ensure security of election materials, premises and warehouses in the County;
- t) Provide administrative and logistical support services during the electoral period;
- u) Facilitate the Returning Officers and plan the logistics of electoral operation in the respective County;
- v) Foster good public relations with stakeholders in the region to facilitate electoral operations in the respective county;
- w) Compile stakeholders' complaints and resolve minor conflicts prior to escalation to headquarters;
- x) Monitor and report on political campaigns that are conducted in the County;
- y) Supervise elections and electoral training in the County to build capacity on electoral operations and conduct of staff; and
- z) Facilitate timely sourcing and payments of goods and services in accordance with the relevant laws (AIE holder).

REQUIREMENTS FOR APPOINTMENT

- a) Degree in Social Sciences from a recognized university;
- b) Masters in Social Sciences from a recognized university (Added advantage);
- c) Must have served in the grade of Constituency Election Coordinator or its equivalent in the Commission for at least five (5) years;
- d) At least eight (8) years' experience in management preferably in public affairs or a related field. Proven experience in results-based management or monitoring and evaluation or managing election processes is an added advantage;
- e) Must be a resident/hail from the County he/she is applying to be considered;
- f) Knowledge of the electoral framework;
- g) Strategy development and execution;
- h) Leadership and people management skills;
- i) Good negotiation, problem solving and analytical skills;
- j) Excellent presentation, oral and written communication skills;
- k) Ability to make critical and timely decisions in a highly sensitive environment.

APPLICATION PROCEDURE

This is an internal advertisement for serving IEBC staff ONLY who hail from the listed Counties as per their ID details. Interested applicants are required to submit their applications online through the IEBC website www.iebc.or.ke/internaljobs. Closing date is 11th June 2021. The Applications are strictly online after which applicants will be required to submit a hard copy application including copies of academic and professional certificates, testimonials and Identity card addressed to the undersigned not later than 14th June 2021. Only applicants submitting both physical and online applications will be considered.

The Commission Secretary/CEO
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