



JOB POSTING FOR TEMPORARY STAFF FOR THE PRESIDENTIAL AND LEGISLATIVE ELECTIONS FOR LIBERIA SCHEDULED FOR OCTOBER 10, 2023

The National Elections Commission is seeking applications for the positions of

1. District Electoral Coordinators
2. Electoral Supervisors
3. Presiding Officers (PO)
4. Voter Identification Officers (VIO)
5. Ballot Paper Issuers (BPI)
6. Ballot Box Controllers (BBC)/Inker
7. Queue Controllers (QC)
8. Precinct Queue Controllers

Applicant must be able to work with others as a team player, as well as being able to work alone and under strenuous condition, with courtesy and professionalism; must be willing to travel across the county when required.

Terms of Reference

1. District Electoral Coordinator

The District Electoral Coordinator is a temporary electoral staff for the 2023 General Election and he or she shall be a trained election practitioner with vast experience in elections operations in the field. The Electoral Coordinator is expected to assist the magisterial team in coordinating electoral activities in their assigned districts. The District Electoral Coordinator must meet the following qualification:

- Must be at least a college graduate, a trained classroom teacher, or a trained professional;
- Must have served as Electoral Supervisor in the district or a presiding officer with many years of results-based experience;
- Must have good mathematical skills (particularly in addition, multiplication, division, etc.);
- Must have the capacity to train others;
- Must be time conscious;
- Must have the ability to credibly work under pressure/duress;
- Must be able to work long hours in rough terrain;
- Must be able to articulate well in English;
- Must have excellent writing/reporting skills;
- Must have the capacity and skills to organize large groups of people;
- Must have the ability to manage large crowd; and
- Must have ability to drive motorbike;



- Past experience as an electoral supervisor or a presiding officer would be an added advantage;

2. Electoral Supervisor

The Electoral Supervisor shall be an intermediate or middle level temporarily trained elections staff. He or She is responsible for the coordination of several voting precincts assigned by the NEC through the magistrate for supervising all presiding officers and members of the team in his or her assigned precincts. The Electoral Supervisor must meet the following qualification:

- Must have at least a college graduate, a trained classroom teacher, or a trained professional;
- Must have good mathematical skills (particularly in addition, multiplication, division, etc.);
- Must have the capacity to train others;
- Must be time conscious;
- Must have the ability to credibly work under pressure/duress;
- Must be able to work long hours in rough terrain;
- Must be able to articulate well in English;
- Must have excellent writing/reporting skills;
- Must have the capacity and skill to organize large groups of people;
- Must have the ability to manage large crowd;
- Past experience as an electoral supervisor or a presiding officer would be an added advantage;

3. Presiding Officer

The Presiding Officer shall be responsible to manage the polling station assigned to his or her team, receiving and accounting for all equipment and materials deployed to the polling place. He or she shall conduct polling activities at the assigned polling place while supervising the assigned polling staff. The Presiding Officer must possess the following qualification:

- Must be at least a high school graduate;
- Must have good mathematical skills (particularly in addition, multiplication, division, etc.);
- Must have the capacity to train others;
- Must be time conscious;
- Must have the ability to work under pressure;
- Must be able to work long hours in rough terrain;
- Must be able to articulate well in English;
- Must have excellent writing/reporting skills;
- Must have the ability to manage large crowd.

4. Voter Identification Officer

- At least a high school graduate or above;
- Very good eyesight and ability to read appropriately with understanding;



- Ability to manage a large crowd.

5. Ballot Papers Issuer

- At least a high school graduate or above;
- Past election experience an advantage;
- Ability to manage a large crowd;
- Classroom teaching experience is an added advantage.

6. Ballot Box Controller/Inker

- Functionally literate (able to read and write);
- Past election experience;
- Ability to manage a large crowd.

7. Queue Controller

- Functionally literate (able to read and write);
- Ability to read numbers very well;
- Past election experience;
- Ability to manage with a large crowd;

9. Precinct Queue Controller

- Functionally literate (able to read and write);
- Ability to read numbers very well;
- Past election experience is an advantage;
- Ability to manage a large crowd;

10. Clerks for Magisterial Offices

- Prepares staff data base
- Prepares staff payroll
- Does all clerical works as may be required by magisterial office
- Assist/prepare reports as require by Magistrate

Note: Advert for application on the portal to run from 31st July 2023 to 7th August 2023