



**NATIONAL ELECTIONS COMMISSION**  
**9<sup>TH</sup> & 10<sup>TH</sup> Streets, Sinkor-P.O. BOX-2044**  
**MONROVIA, Liberia**



**VACANCY ANNOUNCEMENT**

**Regional Coordinator (Region IV)**

The National Elections Commission is in urgent need of a versatile election practitioner for the position of Regional Coordinator for Electoral Region #4 covering (Maryland, Grand Kru, Sinoe, & P.River Gee).

**Regional Coordinator's Responsibilities:**

1. Assist the overall planning, management and implementation of the electoral operational;
2. Work in close cooperation with election magistrates and assistant magistrates in the region to ensure effective capacity building;
3. Assist the election magistrates in the development of an effective internal reporting mechanisms;
4. Assist election magistrates in the coordination of all personnel and material movements in compliance with the directives of the NEC Operations Department ;
5. Assist the election magistrates in developing appropriate procedures and mechanisms for coordinating each component of the electoral process;
6. Be the focal point for all communication between HQ and magisterial offices in the region;
7. Report to the Deputy Executive Director for Operations, as required, on ongoing field coordination activities and field situations; and
8. Perform other tasks as assigned by the Deputy Executive Director for Operations and the Commission.

**Regional Coordinator's Qualification**

1. University degree preferably in the Social Sciences or related field;
2. Previous experience in election field coordination, logistics and electoral training;
3. Effective organizational skills and ability to manage a large volume of work in an effective and timely manner;
4. Fluency in English and excellent oral and written communication skills;
5. Ability to harmoniously work with people of different cultural backgrounds;
6. Ability to work well under pressure and flexibility and willingness to live and work in hazardous conditions involving physical hardship and little comfort.

All applications should be addressed to:

**The Director of Human Resource**  
**National Elections Commission**  
**Tubman Boulevard, 9<sup>th</sup> & 10<sup>th</sup> Streets**  
**Monrovia, Liberia**

*Qualified female candidates are highly encouraged to apply.*

Only short-listed candidates will be contacted for interview.

**DEADLINE FOR APPLICATION IS FRIDAY, SEPTEMBER 4, 2020**