



MINISTRY OF THE PUBLIC SERVICE, ENERGY AND PUBLIC UTILITIES

Ground Floor – North Wing

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Vacancy Notice

Assistant Registering Officers (Temporary)

Elections and Boundaries Department

Ministry of the Public Service, Energy and Public Utilities

Applications are invited from suitably qualified persons to fill **296** posts of **Assistant Registering Officer (Temporary)**, Elections and Boundaries Department. Employment will be for the period 25th June, 2018 to 31st August 2018, in the first instance.

The Assistant Registering Officers (Temporary) will be responsible to accept applications from eligible persons who wish to be registered as electors during the Re-Registration of Electors Exercise, 2018.

Essential Duties and Responsibilities

Electoral Administration

- Accept application for registration of electors
- Conduct Field Investigation on applications
- Vetting and Filing of Records
- Submit reports/returns to Registering Officers

Administration

- Ensure the availability of supplies

Registration Centers for the assigned Electoral Division (s) available **country wide**.

Qualifications Required

Education

- Associate Degree-Business in Administration, Management or General **OR**
- Minimum of High School Diploma and 3 CXC's two of which must be English A, Mathematics and any other subject (General Proficiency I, II or III since June 1998).

Skills

- Good Public Relations communication and writing skills, typing skills, ability to work as a team, ability to perform efficiently with limited supervision, ability to write reports. Applicant **must be** computer literate.
- Possession of a Valid A Class Drivers' License will be an asset.

Competencies/Skills

- Knowledge of all Regulations and ROPA and Organization Structure
- Ability to use office technology
- Written and oral communication
- Supervisory skills

Age Limit: 18 years old and over

Salary – Payscale 5 of \$13,152 X 791 - \$28,181 per annum

Interested persons in possession of the required qualification and who believe that they have the aptitude for a post of this nature, are required to submit an application along with a copy of qualifications and two (2) references to the Chief Executive Officer, Ministry of the Public Service, Energy and Public Utilities, Sir Edney Cain Building, Belmopan no later than 8th June, 2018.


05/30/2018 04:16:30 pm

**DONA MAS BETHRAN (MRS.)
FOR CHIEF EXECUTIVE OFFICER**