NATIONAL ELECTIONS COMMISSION
9TH & 10TH 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, & 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, 9th & 10th 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