



INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

TEMPORARY JOBS

Applications are invited for temporary positions for polling officials as follows:

A) PRESIDING AND DEPUTY PRESIDING OFFICERS-91,032

DUTIES AND RESPONSIBILITIES

- Conduct training on the polling, counting and tallying process for the clerks.
- Collect and ensure security of all election materials for the General election.
- Oversee efficient and effective management of the election before, during and after of election.
- Ensure the good conduct of elections in the polling station or tallying center as assigned.
- Counting, tallying and announcement of provisional results in the polling station and sending the same through online transmission to the National and Constituency tallying centers.
- Ensure safe custody all entrusted documents during the **2017 General Elections**, document hand over of all election materials and equipment to RO after the General Election.

Requirements

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Degree/ Diploma certificate from a recognized institution
- Be computer literate,
- Have effective communication
- Good report writing skills
- Ability to manage people, sensitive data and materials.
- Have skills in data computation
- Must be available for the entire period of the General Election
- Must be residents in the constituency and Ward in which they apply for.

Presiding and Deputy Presiding Officers will be engaged for at least thirteen (13) days.

Presiding Officers will be paid Kshs. 2000/= per day

Deputy Presiding Officers will be paid Kshs. 1,800/= per day

B) POLLING CLERKS/ COUNTING CLERKS- 262,665 POSTS

Duties and Responsibilities

- Ensure the good conduct of elections as in the polling station as per assigned by the Presiding Officers
- Any other duty assigned by Returning Officer at the tallying center as assigned.

Requirements

- KCSE Aggregate C- and above
- Must be of good character and non-partisan
- Must be available the entire period of the General Elections
- Applicants for the position of Polling Clerk/Counting Clerk must be residents of the County Assembly Ward where the polling centre applied for is located.

Polling and Counting Clerks will be engaged for at least Nine (9) days and will be paid Kshs. 1,000/= per day

C) LOGISTICS OFFICERS-337POSTS

Duties and responsibilities

- Draw the material distribution plan within his area of jurisdiction
- Draw and implement route maps of material distribution
- Arrange election materials in readiness for collection by POs/DPOs
- Coordinate the transport of the materials to various polling stations
- Support the Returning Officer in the distribution and retrieval of election materials
- Identify gaps in material received and distributed and liaise with ROs in addressing the gaps.
- Maintain records of all the materials received, distributed and retrieved.

Requirements

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Degree/ Diploma certificate from a recognized institution
- Be competent in Ms Office
- Have effective communication
- Have good report writing skills
- Proven organisational skills
- Must be residents in the constituency in which they apply for
- Must be knowledgeable in logistics, distribution and retrieval of materials

- Should be conversant with the Geography, infrastructure and terrain of the Constituency he/she applies to work in.
- Must be available for the entire period of the General Elections

Logistics Officers will be engaged for at least Thirty (30) days and will be paid Kshs. **1,500/=** per day

D) DEPUTY RETURNING OFFICER- 290 POSTS

DUTIES AND RESPONSIBILITIES

- Deputise the Constituency Returning Officer in making all the necessary arrangement for the conduct of a free fair and credible General Election 2017
- Any other duty assigned by the Returning Officer.

Requirements

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Bachelors' Degree or Diploma from a recognized institution
- Be computer literate
- At least six(6) years of working experience at a supervisory level in public or private sector
- Demonstrated skills in people management
- Computation of data skills will be an added advantage
- He/she should have no political affiliations
- Should be willing to work anywhere in the country.
- Must be a resident of the constituency applied for

Deputy Returning Officers will be engaged for at least Sixty (60) days and will be paid Kshs. **3,000/=** per day

E) SUPPORT ELECTORAL TRAINERS (SETs)-5,054 POSTS

Duties and Responsibilities

- Conduct training on the polling, counting and tallying process for POs, DPOs and clerks.
- Collect and ensure security of all election training materials for the General election.
- An Officer at this level will later be deployed as a Presiding Officer or Deputy Presiding Officer after conducting training of the Poll officials.

Requirements

- Be a Kenyan citizen of high integrity, and be non-partisan
- Be holders of Social Science Degree or Diploma from recognized institutions
- Be computer literate,
- Have proven and demonstrated training skills.
- Should have participated in adult training programmes
- Ability to manage people.
- Must be available for the entire period of the General Election
- Must be residents in the constituency in which they apply for and must quote the constituency on the application letter and envelope

Support Electoral Trainers will be engaged for at least Fifteen (15) days and will be paid Kshs. **2,000/=** per day

F) CONSTITUENCY ICT CLERKS (580 POSTS)

Duties and responsibilities

- To provide a high quality first level ICT support service to Voter Registration Assistants.
- Restore the normal service to the users as quickly as possible by fixing a technical fault, fulfilling a service request or answering a query to allow the users to work effectively.
- Preparation, configuration and testing of Verification/inspection kits in readiness for general election.
- In liaison with RICT, provide technical Support to the PO/DPO/clerks during verification/inspection.
- Installing, configuring and re-imaging of the verification kits for replacement.

- Performing data backup and data restoration on KIMS Kits.
- Ensure that the KIMS kits are fully charged and functional at all times.
- Participate in the training of the VPO,DPO and clerks

Minimum Requirements

- Be a Kenyan citizen of high integrity and be non-partisan.
- Be holder of a minimum of Diploma qualifications in ICT or other IT related field.
- ICT Certification (e.g. MCSE, CCNA or Equivalent) will be an added advantage.
- At least 2 years industrial experience in ICT support in a busy environment.
- Hands on experience and skills in Computer Hardware, Network and Software diagnosis.
- Should have effective communication skills and good report writing skills.
- Must be available for the entire period of general election.
- Must be residents in the Constituency in which they apply for.

G) WARD-BASED VOTER EDUCATORS 2,900 posts

DUTIES AND RESPONSIBILITIES

Reporting to the Constituency Elections Coordinator, the County Assembly Ward (CAW) Voter Educator will carry out the following tasks:

- Facilitate voter education activities in liaison with local stakeholders, relevant authorities and community leaders
- Distribute and disseminate voter education material in schools, churches/mosques, health centers, markets, community centers, farms, business centers and at any other convenient places
- Act as a link between the IEBC Constituency Election Coordinator, CSO's, CBO's and the community
- Mobilize eligible voters to participate in voter registration and other electoral activities
- Monitor and evaluate voter education activities by other voter education providers in the Ward
- Prepare weekly activity reports and submit to the Constituency Coordinator

- WARD-BASED VOTER EDUCATORS (2,900 POSTS)Any other duties as assigned by the immediate supervisor/ Constituency Coordinator

REQUIRED QUALIFICATIONS

- Minimum Diploma in Social Sciences/Education/Project Management)
- Minimum 3 years' experience in voter/civic education, community mobilization and social work within the Ward/Constituency/County applied for
- Must be a resident of the County Assembly Ward
- Must be able to speak the main language of communication used by residents of the Ward
- Must be non-partisan with exceptional understanding and knowledge of socio-cultural, economic and political dynamics of the ward
- Proof of having successfully conducted voter/civic education activities or informal training with existing networks within the Ward/Constituency/County
- Proven report writing skills
- Must not be engaged in any other remunerative activity during the period

The constituency ICT clerk will be engaged for at least Thirty (30) days and will be paid **Ksh 1,500** per day.

NB. The payments will be taxable in accordance with prevailing KRA regulations.

Applicants who strictly meet the above requirements should apply online at the IEBC website www.iebc.or.ke/careers

NB.

1. Applicants attention is drawn to Section 30 of the IEBC Act in which Members or Employees of the Commission will be held liable on conviction to a term of imprisonment not exceeding three years or to a fine of not more than one million shillings or both for subverting the process of free, fair elections or interfering with the functions of the commission in discharging its duty.

The Commission is an equal opportunity employer. Canvassing will lead to disqualification. Only shortlisted candidates will be contacted. Shortlisted candidates will be vetted as per Chapter Six of the Constitution.