



## ENHANCED CONTINUOUS VOTER REGISTRATION JOBS

The Independent Electoral and Boundaries Commission (IEBC) is looking for temporary registration officials to support the Constituency Registration Officers and Assistant Registration Officers in carrying out voter registration. Applicants, who strictly meet the qualifications, should take note of the following before filling in their application online.

### **Remuneration**

- The Voter Registration Assistants and ICT Clerks will be paid Ksh **1,500** per day for the number of days worked.
- The Voter Registration Clerk will be paid **Ksh 1,000** per day for the number of days worked.

### **1. VOTER REGISTRATION CLERKS**

#### **Requirements for Voter Registration Clerks**

- Be a Kenyan citizen of high integrity, and be non-partisan
- Have a minimum of KCSE Grade C- (Minus)
- Have Computer Proficiency Certificate
- Should have effective communication skills and good report writing skills
- Holders of ICT-related Diploma certificates from a recognized institution will be an added advantage
- Must be available for the entire period of the inspection of the Voters Register
- Should be 19 years of age and above
- Must be residents in the constituency and ward in which they apply for and

#### **Duties of the Voter Registration Clerk**

- Publicize voter registration activities and BVR KIT Movement Schedule
- Open and Close the Registration Centre at the designated time
- Facilitate the registration of voters
- Collate and submit registration data to the VRA on weekly basis
- Report the progress and challenges of the voter registration process to the VRA
- Ensure security of the voter registration materials
- Perform any other duty as may be assigned by the Registration Officer.

## 2. VOTER REGISTRATION ASSISTANTS

### Requirements Voter Registration Assistants

- 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.
- Should have effective communication skills and good report writing skills.
- Must be available for the entire period of voter registration.
- Age: 21 years and above.
- Must be residents in the constituency and ward in which they apply for

### Duties of the Voter Registration Assistant- VRAs

The Voter Registration Assistant is expected to work within a particular ward and perform the following duties:

- In consultation with the Registration Officer develop a BVR KIT Movement Schedule for the ward of his/her Jurisdiction
- Publicize BVR KIT Movement Schedule and all voter registration activities
- Distribute voter registration materials to the Voter Registration Clerks.
- Supervise Voter Registration Clerks within the Ward of jurisdiction
- Ensure security of the voter registration materials and equipment
- Collate and submit voter registration data to the RO on weekly basis
- Report the progress and challenges of the voter registration process to the Registration Officer on daily basis
- The Voter Registration Assistant MUST meet the weekly registration targets.
- Perform any other duty as may be assigned by the Registration Officer.

## 3. CONSTITUENCY ICT CLERKS

### Minimum Requirements for Constituency ICT Clerks

- 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 voter registration.
- Be a Kenyan citizen of high integrity, and be non-partisan
- Age: 21 years and above.
- Must be residents in the Constituency in which they apply for

### Duties and responsibilities of Constituency ICT clerks

- 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 and testing of BVR Kits in readiness for voter registration.
- Provide technical Support to the VRA's during voter registration
- Installing, configuring and re-imaging of new BVR kits for replacement.
- Performing data backup and data restoration on the BVR Kits
- Ensure that the BVR kits are fully charged at all times
- Participate in the training of the Registration clerks
- Liaise with the County ICT officer to ensure back-up of the registration data is carried out as required.

**TIMELINE:**

From: Saturday, 21<sup>st</sup> August, 2021 - Opening date

To: Friday, 27<sup>th</sup> August, 2021 - Closing date

Expected Duration of Work is 45 days.