

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Department:** Electoral Commissioner's Office
- Post:** Senior Electoral Officer
- Salary:** Rs 26,400 x 800 – 28,000 x 1,000 – 30,000 x 1,250 – 38,750 (18 55 66)
- Effective Date:** 2 April 2009
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Electoral Officer who reckon at least four years' service in a substantive capacity in the grade and who possess:-
- (i) organising, administrative and supervisory abilities; and
 - (ii) good communication skills.
- Duties:**
1. To carry out such duties as the Electoral Commissioner may assign, and in particular, be responsible for:-
 - (i) training of Electoral Officers;
 - (ii) general supervision of registration of electors and organisation of National Assembly and Local Government Elections, and all duties connected therewith in accordance with the Representation of the People Act; and
 - (iii) voter education.
 2. To assist the Principal Electoral Officer in the discharge of his duties.
 3. To perform all IT related duties.
 4. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from Senior Electoral Officers in the roles ascribed to them.

Note

Senior Electoral Officers will be required to work at staggered hours.



CERTIFIED CORRECT

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

Date..... 02 APR 2009