

# ELECTORAL AND BOUNDARIES COMMISSION

## Details Regarding the Vacant Post of Registering Officer

Applications are invited from suitably qualified persons for the Post of Registering Officer.

### **Core Functions:**

Registering qualified persons for the National and Electoral Registers maintaining an updated and accurate Register of Electors for the constituency assigned

### **Duties and Responsibilities**

- Conducting Registrations
  - Registering applicants at the office daily and at the constituency Registration centre as required
  - Register physically incapacitated persons (at home, nursing homes, district hospitals etc.) and ensuring timely delivery of the Identification Cards
- Conducting Investigations
  - to confirm the addresses of National registrants and to determine the electoral status and accuracy of polling district and constituency assignment of electors
  - Investigating and certifying amendments to registrations including Change of Names, Change of Addresses and Migration Changes
  - Investigating and confirming deaths for removal of names from the Register of Electors, where required
  - Preparation and submission of the report of investigation findings
- Maintaining the Register of Electors for the Constituency assigned
- Undertaking election duties, these include
  - Managing the Electoral Revising Centres, which includes
    - Supervising the Clerical Assistants
    - Instituting hearings of claims and objections in respect of registration, keeping records of evidence taken and documents produced during hearing, making recommendation to the Chief Electoral Officer
    - Making claims and objections available for inspection at the address of the Registering Officer until completion of the determination of the claim or objection

- Ensuring registers of electors are made available for inspection at the Revising Centre
  - Identifying suitable buildings to be used as the nomination centre, counting centre and polling stations
  - Reviewing the lists of election workers from the previous election and making initial contact to ascertain their availability for the current election
  - Accurately entering the nomination centre, counting centre, polling stations and election workers into the Election Management system
- Performing any other related duties, as assigned

### **Qualifications and Experience**

- i. At least five (5) CXC subjects at General Proficiency level, one of which must be English Language and at least five years' relevant experience; and
- ii. A sound knowledge of the geography of Barbados and sound familiarity with local residential districts
- iii. Knowledge of digital photography and proficiency in the use of the computer

**On the job training in the Department's Registration and Electoral Management system and other software would be provided**

### **Knowledge Requirements**

- i. Knowledge of the function and duties of the post.
- ii. Knowledge of the government policies, rules and procedures that affect the functioning of the Department.
- iii. Knowledge of the legislation that governs the functions of the Department.

### **Other Requirements**

Possession of a motor car

### **Skills and Abilities**

- i. Required Skills:
  - (a) Time management skills
  - (b) Interpersonal skills
  - (c) Problem solving skills
  - (d) Oral and written communication skills
  - (e) Intermediate to advanced computer skills
  
- ii. Required Abilities:
  - (a) To work well under pressure
  - (b) To work with minimal supervision
  - (c) To work in a team
  - (d) To make decisions based on sound judgement and technical knowledge
  - (e) To maintain the highest level of confidentiality

### **Desired Traits**

- i. High moral and ethical standards
  
- ii. Willingness to:
  - (a) work outside normal working hours (to facilitate operations of the Registration Centres)
  - (b) perform other relevant duties

**Preference will be given to mature persons over the age of thirty (30) years with at least five (5) years previous working experience**

### **Remuneration**

- i. Salary Scale Z 23-11 - (\$40,820.11 - \$56,685.27 per annum)
  
- ii. Travelling Allowance - in accordance with the provisions of the Representation of the People (Expenses) Amendment Regulations 2009.

### **Appointment**

Appointment will be on contract with terms and conditions stipulated by the Electoral and Boundaries Commission.

Applications on forms obtainable from the Electoral and Boundaries Commission's Office should be submitted to the Chief Electoral Officer, Level Four, Warrens Towers II, Warrens, St. Michael, no later than .....

**Sherland Turton (Ms.)**  
Chief Electoral Officer  
2026-03-13