

ELECTORAL DEPARTMENT

JOB DESCRIPTION

JOB TITLE: Registering Officer
SALARY SCALE: Z23 - 11
REPORTS TO: Assistant Chief Electoral Officer
SUPERVISES: N/A

SUMMARY OF CORE FUNCTIONS:

- To register qualified persons for the National and Electoral Registers
- To maintain an updated and accurate Register of Electors for the constituency assigned

AUTHORITY:

- In accordance with the Representation of the Peoples Act Cap. 12 and BIM Act 2021

RESPONSIBILITY:

- Ensure that only persons who meet the registration qualification are registered
- Ensure that an accurate Register of Electors is maintained

LIST OF DUTIES:

- Registrations
 - Register applicants within fifteen minutes on receipt of information
 - Interview prospective registrants, check documents for completeness, accuracy and authenticity
 - Complete registration form and take registrant's photograph in accordance with [Reg. 18(1)]
 - Capture registrant's signature electronically
 - Register physically incapacitated persons (at home, nursing homes, district hospitals etc.) [Reg. 9(2)]
 - Contact physically incapacitated persons and schedule appointments within three days of receipt of request.
 - Visit physically incapacitated persons as scheduled and complete registrations including the capturing of the

photographs and where applicable, the Registrants' signature electronically

- Ensure Identification Card of the incapacitated person(s) is completed and delivered to the registrant within two working days on completion of registration
 - Print Certificate of Registration and forward to the Senior Photographer to effect production of ID card
 - Sign out and deliver the completed ID card to applicant within two working days of completion of registration using the standardized forms
 - Deliver ID card in ACIRP to complete the process and pass the form to the supervisor for recording
- Investigations
 - Investigate new registrants with a view to determining the electoral status and accuracy of information within two weeks on receipt of file
 - Investigate and certify Change of Names and Addresses, Change of Addresses, Migration Changes (returning nationals and electors out of the island in excess of 5 years), and Change of National Registration Numbers within two weeks of receipt of file
 - Visit registrant and check name and address for accuracy
 - Match field information with photograph and Polling District of the registrant to certify accuracy
 - Investigation report recording electoral status is prepared based on information gleaned and forwarded to the Updating Unit for recording of receipt within two weeks of receipt of file
 - Investigate and certify Deaths within four weeks of receipt of File when required
 - Visit constituency and do relevant checks to match the field information with photograph and Polling District of the registrant to certify accuracy of registrant to be deleted
 - Investigation report recording findings is prepared based on information gleaned and forwarded to the Updating Unit for recording of receipt within four weeks of receipt of file

- Maintenance of Electoral Record Cards
 - Check Electoral Record Cards against the Transfers In and Transfers Out Report (Insertions and Deletions) on a monthly basis to ensure there is a current card for everyone on the Register of Electors
 - Ensure the Electoral Registration Card for each registrant is updated in the file each time their ID card is replaced, within 1 week of receipt of replacement card
- Maintenance of the Register of electors
 - Check Electoral Record Cards against the register whenever a new Register of Electors is generated, to ensure that there is a card for everyone on the Register
- Election Related Duties
 - Manage the Electoral Revising Centre [Reg. 35], this includes:
 - a) Supervising the Clerical Assistant
 - b) Investigating claims and objections and instituting hearings in respect of registration where necessary, keeping records of evidence taken and documents produced during hearing, making recommendation to the Chief Electoral Officer
 - c) Making claims and objections available for inspection at the address of the Registering Officer until completion of the determination of the claim or objection [Reg. 42(2)]
 - Election preparation duties as may be assigned per constituency:
 - a) Identifying suitable buildings to be used as the nomination centre, counting centre and polling stations
 - b) Enter the nomination centre, counting centre and polling stations in the Election Management System (EMS)
 - c) Review the lists of election workers from the previous election
 - d) Make initial contact with workers to ascertain their availability for the current election
 - e) Accurately enter election workers' details and correctly assign workers within the EMS
- Perform any other related duties as may be assigned

EDUCATIONAL REQUIREMENTS:

- (i) At least five 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 would be an asset

KNOWLEDGE REQUIREMENTS:

- Demonstrated knowledge of the mission and vision of the organisation
- Extensive knowledge of relevant government policies that affect functioning of the organisation
- Extensive knowledge of the functions and duties of the Post and how they contribute to the mission and vision of the Department
- Knowledge of digital photography
- General knowledge of the geography of Barbados
- Relevant knowledge of the Public Service Act Cap.29
- Relevant knowledge of the Immigration Act
- Relevant knowledge of the General Orders
- Knowledge of all legislation governing the functions of the Department
- Excellent knowledge of the Registration Policy
- Computer Proficiency

SKILLS AND ABILITIES:

- Ability to maintain a high level of confidentiality
- Excellent verbal and written communication skills
- Ability to work with minimum supervision
- Ability to train and teach others
- Demonstration of good time-management skills
- Demonstration of effective interpersonal skills
- Ability to work speedily and accurately under pressure
- Proficiency in the use of computer applications

PHYSICAL ENVIRONMENT:

- Working in front of the computer screen and being exposed to glare from the screen
- Exposure to bad odours, hazards and insanitary conditions
- Exposure to adverse behaviour from members of the public
- Exposure to rough terrain while conducting investigations

DESIRABLE TRAITS:

- May be required to work overtime occasionally
- Must be prepared to keep up to date in subject field
- Must be willing to encourage and support organisational initiatives
- Must demonstrate a willingness to share information, knowledge and resources with others
- Must keep up to date on policy, rules and legislation that affect the organisation
- Must maintain high moral and ethical standards
- Must display professional conduct at all times

ON THE JOB TRAINING:**Training is required in the following areas-**

- Conflict Resolution, Change Management and Team Building
- Occupational Health and Safety at Work
- Communication Skills and Customer Service
- Digital Photography
- The Advanced Civil Identification and Registration Programme (ACIRP)
- The Election Management System (EMS)

