



## POLLING OFFICIALS FOR 9<sup>TH</sup> AUGUST 2022 GENERAL ELECTION

### A. GENERAL ELECTION

The Independent Electoral and Boundaries Commission invites qualified applicants for the following temporary positions for General Election to be held on 9<sup>th</sup> August 2022.

### B. REQUIREMENTS FOR THE VARIOUS POSITIONS

#### 1. DEPUTY COUNTY RETURNING OFFICER (DCRO) (47 POSTS)

The Deputy County Returning Officer (DCRO) will deputize and report to the County Returning Officer (CRO).

##### i) Duties and Responsibilities

- a) Deputize the County Returning Officer in making all necessary arrangements for the conduct of a free fair and credible General Election;
- b) Any other duty assigned by the County Returning Officer.

##### ii) Requirements

- a) Be a Kenyan citizen, and non-partisan;
- b) Hold a Degree certificate from a recognized institution;
- c) Have at least six (6) years of work experience at supervisory level in the public or private sector;
- d) Must be computer literate;
- e) Computation of data skills will be an added advantage;
- f) Must be of good character with no political affiliation;
- g) Must be willing to work anywhere in the country;
- h) Willing to work for long hours with minimal supervision;
- i) Must be of high integrity and abide with the Commission's Code of Conduct; and
- j) Must be a resident of the County applied for.

##### iii) Terms and Conditions

- a) Deputy County Returning Officers will be engaged for at least Sixty (60) days.
- b) Wages will be **Kshs. 4,000/=** for each day worked with no additional benefits or allowances.

## **2. DEPUTY CONSTITUENCY RETURNING OFFICER (290 POSTS)**

The Deputy Constituency Returning Officer will deputize and report to the Constituency Returning Officer.

### **i) Duties and Responsibilities**

- a) Deputize the Constituency Returning Officer in making all necessary arrangements for the conduct of a free fair and credible General Election;
- b) Any other duty assigned by the Constituency Returning Officer.

### **ii) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Hold a Degree or Diploma certificate from a recognized institution;
- c) Have at least six (6) years of work experience at supervisory level in the public or private sector;
- d) Must be computer literate;
- e) Demonstrated skills in people management;
- f) Computation of data skills will be an added advantage;
- g) Must be of good character with no political affiliation;
- h) Must be willing to work anywhere in the country;
- i) Willing to work for long hours with minimal supervision; and
- j) Must be of high integrity and abide with the Commission's Code of Conduct; and
- k) Must be residents in the Constituency in which they apply for.

### **iii) Terms and Conditions**

- a) Deputy Constituency Returning Officers will be engaged for at least Sixty (60) days.
- b) Wages will be **Kshs. 3,000/=** for each day worked with no additional benefits or allowances.

## **3. PRESIDING AND DEPUTY PRESIDING OFFICERS**

### **i) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Hold a Degree/Diploma certificate from a recognized institution;
- c) Computer literate;

- d) Have effective communication;
- e) Good report writing skills;
- f) Ability to manage people, sensitive data and materials;
- g) Have skills in data computation;
- h) Must be available for the entire period of the General Election;
- i) Must be of high integrity and abide with the Commission's Code of Conduct; and
- j) Must be residents in the Constituency or Ward in which they apply for.

**ii) Wages**

- a) Presiding Officers will be paid **Kshs. 2000/=** per day; and
- b) Deputy Presiding Officers will be paid **Ksh. 1,800/=** per day.

**4. LOGISTICS OFFICERS**

**i) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Hold a Degree/Diploma certificate from a recognized institution;
- c) Computer literate (Competent in Ms Office);
- d) Have effective communication skills;
- e) Have good report writing skills;
- f) Proven organizational skills;
- g) Residents in the Constituency/Ward in which they apply for;
- h) Must be knowledgeable in logistics, distribution and retrieval of materials;
- k) Should be conversant with the Geography, infrastructure and terrain of the Constituency/Ward he/she applies to work in;
- i) Must be of high integrity and abide with the Commission's Code of Conduct; and
- j) Must be available for the entire period of the General Election.

**ii) Wages**

Logistics Officers will be paid **Kshs. 1,500/=** per day.

**5. SUPPORT ELECTORAL TRAINERS (SETs)**

**i) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Hold of Social Science Degree or Diploma certificate from a recognized institution;
- c) Computer literate;
- d) Have proven and demonstrated training skills;
- e) Should have participated in adult training programmes;

- f) Ability to manage people;
- k) Must be available for the entire period of the General Election;
- l) Must be of high integrity and abide with the Commission's Code of Conduct; and
- g) Residents in the Constituency/Ward in which they apply for.

**ii) Wages**

Support Electoral Trainers will be paid **Kshs. 2,000/=** per day.

**6. ICT CLERKS**

**i) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Hold a Diploma qualifications in ICT or other IT or related field;
- c) ICT Certification (MCSE, CCNA or Equivalent) will be an added advantage;
- d) At least 2 years industrial experience in ICT support in a busy environment;
- e) Hands on experience and skills in Computer Hardware, Network and Software diagnosis;
- f) Have effective communication skills and good report writing skills;
- g) Must be available for the entire period of the General Election;
- h) Must be of high integrity and abide with the Commission's Code of Conduct; and
- i) Residents in the Constituency/Ward in which they apply for.

**ii) Wages**

ICT Clerk will be paid **Kshs. 1,500/=** per day.

**7. POLLING/COUNTING CLERKS**

**i) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) KCSE Aggregate C- and above;
- c) Must be of good character and non-partisan;
- d) Must be available for the entire period of the General Election;
- e) Must be of high integrity and abide with the Commission's Code of Conduct; and
- f) Residents of the Constituency/County Assembly Ward in which they apply for.

**ii) Wages**

Polling Clerks/Counting Clerks will be paid **Kshs. 1,000/=** per day.

## **8. COUNTY-BASED VOTER EDUCATORS**

### **i) Requirements**

- a) Minimum Degree in Social Sciences/Education/Project Management;
- b) Minimum 3 years' experience in voter/civic education community mobilization and social work within the Constituency/County applied for;
- c) Residents in the County in which they apply for;
- d) Must be able to speak the main language of communication used by residents of the County;
- e) Must be non-partisan with exceptional understanding and knowledge of social-cultural, economic and political dynamics of the Constituency/Ward;
- f) Proof of having successfully conducted voter/civic education activities or informal training with existing networks within the Constituency/County;
- g) Must be of high integrity and abide with the Commission's Code of Conduct; and
- h) Proven report writing skills.

### **ii) Wages**

County-based Voter Educators will be paid **Kshs. 2,000/=** per day plus transport allowance depending on the geographical area.

## **9. CONSTITUENCY-BASED VOTER EDUCATORS**

### **i) Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Minimum Degree in Social Sciences/Education/Project Management;
- c) Minimum 3 years' experience in voter/civic education community mobilization and social work within the Constituency/County applied for;
- d) Residents in the Constituency/Ward in which they apply for;
- e) Must be able to speak the main language of communication used by residents of the Constituency;
- f) Must be non-partisan with exceptional understanding and knowledge of social-cultural, economic and political dynamics of the Constituency/Ward;
- g) Proof of having successfully conducted voter/civic education activities or informal training with existing networks within the
- h) Constituency/County;
- i) Proven report writing skills; and

m) Must be of high integrity and abide with the Commission's Code of Conduct.

ii) **Wages**

Constituency-based Voter Educators will be paid **Kshs. 1,500/=** per day plus transport allowance depending on the geographical area.

**10. WARD-BASED VOTER EDUCATORS**

i) **Requirements**

- a) Be a Kenyan citizen, and non-partisan;
- b) Minimum Diploma in Social Sciences/Education/Project Management;
- c) Minimum 3 years' experience in voter/civic education community mobilization and social work within the Ward/Constituency/County applied for;
- d) Residents in the Constituency/Ward in which they apply for;
- e) Must be able to speak the main language of communication used by residents of the Constituency/Ward;
- f) Must be non-partisan with exceptional understanding and knowledge of social-cultural, economic and political dynamics of the Constituency/Ward;
- g) Proof of having successfully conducted voter/civic education activities or informal training with existing networks within the Ward/Constituency/County;
- h) Proven report writing skills; and
- i) Must be of high integrity and abide with the Commission's Code of Conduct; and

ii) **Wages**

Ward-based Voter Educators will be paid **Kshs. 1,000/=** per day plus transport allowance depending on the geographical area.

**APPLICATION PROCEDURE**

Details of requirements are available on the Commission's website.

Applicants who strictly meet the requirements should apply online at the IEBC jobs portal <https://jobs.iebc.or.ke>

All applications to be submitted not later than close of business on **5<sup>th</sup> May 2022**.

**Note from IEBC:**

- i. The payments will be taxable in accordance with prevailing KRA regulations;*
- ii. 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;*
- iii. Only shortlisted candidates will be contacted. Successful candidates will be vetted as per Chapter Six of the Constitution;*
- iv. The Commission is an equal opportunity employer. Canvassing will lead to disqualification.*