



ELECTORAL COMMISSION OF ZAMBIA

JOB ADVERTISEMENT

The Electoral Commission of Zambia commenced the conduct of Continuous Registration of Voters (**CRV**) in 10 districts in June 2022. The Commission is preparing to further roll out CRV in ten (10) additional districts namely; Chongwe, Kabompo, Kitwe, Livingstone, Lundazi, Mbala, Mkushi, Nakonde, Nchelenge and Sesheke. The Commission therefore seeks to recruit **ten (10)** suitably qualified Zambian nationals to fill the positions of **District Voter Education Officers** on short term contract to be based in the above mentioned districts.

PURPOSE OF THE JOB

The District Voter Education Officer is responsible for conducting Voter Education activities including supporting the development, planning, implementation and assessment of the voter education programmes in the districts.

REPORTING ACCOUNTABILITY

The District Voter Education Officer will report to the Principal Voter Education Officer.

DUTIES AND KEY RESPONSIBILITIES

1. Develop and implement voter education programmes for various target audiences in accordance with approved work plans;
2. Consult and coordinate with relevant stakeholders such as government agencies, Faith Based and Civil Society Organisations, schools and ward development committees in the provision of voter education;
3. Conduct community mobilization of eligible voters in the district for them to register as voters;
4. Coordinate placement of Commission adverts and programmes on various media and monitor the same;
5. Ensure marginalised groups have access to voter education materials and information;
6. Submit reports of voter education activities and results on a periodic basis; and
7. Perform any other duties as required.

QUALIFICATIONS AND EXPERIENCE

1. Must be a Zambian citizen;
2. Must have a full Grade 12 Certificate with a pass in English;
3. Must have a minimum of a Diploma in a relevant Social Science field;
4. Must have at least two (02) years working experience in community or education programmes;
5. Demonstrated experience working with community engagement and mobilisation programmes;
6. Excellent written skills and ability to write clearly and concisely
7. Good computer skills;
8. Must be fluent in spoken and written English and the local language(s) spoken in the district applied for;
9. Understanding of the social, cultural and geographic environment of the district applied for will be an added advantage; and
10. Proven experience working in ECZ voter education programmes will be an added advantage.

PERSONAL ATTRIBUTES FOR THE POSITION

- Non-partisan.
- Honest and reliable with high moral strength.
- Innovative and proactive.
- High degree of attention to detail.
- Highly developed interpersonal, communication and negotiation skills.
- Commitment to duty.
- High degree of integrity.
- Ability to work effectively as part of a team.
- Ability to work with minimum supervision.
- Self-starter

SKILLS REQUIRED FOR THE POSITION

- Good inter-personal and communication skills.
- Good report writing, and general written and oral presentation skills.

Applicants should clearly indicate the preferred **district** for deployment in their application letter.

Interested candidates should send their application letters accompanied by copies of their academic and professional qualifications and detailed Curriculum Vitae (CV) in PDF format to the undersigned not later than **24th February, 2023**.

The Acting Chief Electoral Officer,
Electoral Commission of Zambia,
Elections House, Haile Selassie Avenue,
P. O. Box 50274,

LUSAKA.

Email: ve.officer@elections.org.zm

Note: **For those submitting online applications, kindly indicate the position applied for in the subject.**