



# INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION (IEBC)

## TEMPORARY JOBS

### VOTER REGISTRATION FOR KENYANS RESIDING OUTSIDE KENYA

#### 2.0 ASSISTANT REGISTRATION OFFICERS / ASSISTANT RETURNING OFFICERS (AROs)

Assistant Registration Officers (AROs) outside Kenya will be responsible to a Returning Officer who will be based in Nairobi.

##### Duties and Responsibilities

- The registration of all Kenyans residing abroad who hold a valid Kenyan passport;
- Collation, collection of Kenya's Diaspora voters data by use of BVR and forward to the returning officer in Kenya;
- Link up with other Kenyan authorities in the Kenya's mission in the identification of legally registered Kenyans residing abroad;
- Linking up with agencies that will be accredited to carryout voter education on voter registration;
- Assisting the Commission in carrying out actual voter education campaigns within the Kenyan Diaspora in the country of residence; and
- Ensuring the safety of the BVR kits and other voter registration materials.

##### Requirements for recruitment

**AROs must be public officers currently on deployment in the Kenyan Mission abroad.**

Specifically;

- They should be Kenyans holding a degree or a diploma from a recognized college;
- Three years' experience in handling tasks related to public relations, community or social work, public administration or information technology;
- Legally residing in the country of residence;
- Knowledge in IT;
- Competent in arithmetic and computations;
- Willing to work for long hours with minimal supervision; and
- Persons with integrity and willing to abide with the Commissions values, ideals and norms.

##### Terms and Conditions

AROs will be contracted:-

- For a period not exceeding forty five (45) days during voter registration period;
- For sixty (60) days to the General elections; and
- For a wage of USD. 100 for each day worked for the Commission; and
- No other benefits or allowances will be paid to them apart from the expenses the Commission will incur on transport and airfare (economy class).

**Currently there exist 47 positions for the AROs abroad and applicants should indicate the Embassy/High Commission they are deployed by the Kenya Government.**

#### 3.0 VOTER REGISTRATION CLERKS IN THE DIASPORA (VRC-D)

##### Duties and Responsibilities

Reporting to the Assistant Voter Registration Officer (ARO) the clerks will perform the following duties and responsibilities:

- Register voters at the country /mission station within the stipulated period;
- Ensure accurate entry of voter details in the voters register;
- Ensure safe custody of registration material and BVR equipment during the registration exercise; and
- Adhere to the Commissions values and goals

##### Requirements for recruitment

The VRC-D must be:-

- Legally residing in the country of residence;
- Form four graduates with a C- and above or equivalent;
- Computer literate with IT certification;
- Competent in arithmetic and computations;
- Willing to work for long hours with minimal supervision; and
- Persons with integrity and willing to abide with the Commissions values, ideals and norms.

##### Terms and Conditions

VRC-D will be contracted:-

- For a period not exceeding forty five (45) days during voter registration;
- For sixty (60) days to the General elections; and
- For a wage of (USD. 60) for each day worked for the Commission; and
- No other benefits or allowances will be paid to them apart from the expenses the Commission will incur transport and airfare (economy class)

##### NB.

1. ***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.***
2. ***Applicants should fill the online form provided on the Commission website [www.iebc.or.ke/careers](http://www.iebc.or.ke/careers) and forward to the Kenya's mission in the respective countries of residence. Applications must be received on or before 15<sup>th</sup> November 2012.***

The Commission is an equal opportunity employer. Canvassing will lead to disqualification. Only shortlisted candidates will be contacted. Shortlisted candidates will be vetted as per Chapter Six of the Constitution.