



HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

GOVERNMENT VACANCY

JOB TITLE: Deputy Supervisor of Elections

MINISTRY: Office of the Governor

DEPARTMENT: Elections Department

LOCATION: Grand Turk

JOB SUMMARY:

The Deputy Supervisor of Elections assists the Supervisor of Elections with the effective management and operation of the Elections Department. Under the direction of the Supervisor of Elections, the postholder supports voter registration, electoral data management, election planning and delivery, staff supervision, public education, stakeholder engagement and departmental administration.

The position requires the highest standards of integrity, confidentiality, accountability, political neutrality and impartiality. All responsibilities must be performed under the direction of the Supervisor of Elections and in accordance with the Elections Ordinance and other applicable laws, policies and procedures. The postholder acts as Supervisor of Elections only during the Supervisor's absence, when formally designated and within the limits of delegated authority.

Key Duties and Responsibilities

1. Assist the Supervisor of Elections with implementing electoral policies, operational plans, procedures and internal controls and report compliance issues and risks.
2. Support voter registration, claims and objections and authorised changes to electoral records, ensuring accurate documentation and audit trails.
3. Assist with administering the electoral management system, analysing data and preparing statutory electoral lists and registers for review and approval.
4. Assist with election planning and delivery, including polling stations, personnel, ballots, materials, inventories, security and logistics.
5. Assist the Supervisor of Elections with statutory and procedural election requirements, including the transmission of writs, publication of election notices and procedures, verification of candidate deposits, processing of registration documentation through authorised channels and monitoring compliance with prescribed polling and results-reporting requirements.
6. Monitor assigned election activities, liaise with Returning Officers and authorised agencies as directed and report operational issues to the Supervisor of Elections.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

7. Provide day-to-day supervision to designated employees and temporary election personnel, allocate work, monitor performance and support training and development under the Supervisor's overall direction.
8. Assist with voter education, public-awareness activities, stakeholder engagement and preparation of authorised public information materials.
9. Assist with budget preparation, expenditure monitoring, procurement, projects, records, reports and quality-assurance activities.
10. Support election risk management, contingency planning, business continuity and the secure handling of electoral information and materials.
11. Prepare correspondence, reports, statistics, briefings and recommendations for the review and approval of the Supervisor of Elections.
12. Act as Supervisor of Elections only during the Supervisor's absence, when formally designated and within delegated authority and provide a full handover on the Supervisor's return.
13. Perform other related duties consistent with the purpose and level of the position.

Essential Qualifications

- A bachelor's degree in law, public administration, political science, management, business administration or a related discipline from a recognised institution.
- An equivalent combination of relevant qualifications and substantial experience may be considered, subject to statutory and public-service requirements.

Desirable Qualifications

- A postgraduate qualification or professional training in electoral administration, governance, project management, risk management or a related field.

Essential Experience

- At least five years of progressively responsible experience in public administration, electoral administration, regulatory administration or a comparable environment, including at least three years of supervisory or operational leadership experience.
- Experience in operational planning, public engagement, reporting, resource management and applying legislation and formal procedures.

Desirable Experience

- Experience in election planning, voter registration, electoral information systems, multi-agency projects, confidential operations, audit or risk management.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

Knowledge and Competencies

- Sound knowledge of electoral laws, procedures and government administrative requirements.
- Understanding of voter registration, election operations, records management, data integrity, security and confidentiality.
- Strong planning, analytical, organisational and decision-making skills, with attention to detail and statutory deadlines.
- Effective leadership, staff-supervision, training and performance-support skills.
- Excellent written, oral, interpersonal and stakeholder-management skills, including the ability to manage conflict impartially.
- Demonstrated integrity, accountability, political neutrality, sound judgement and commitment to service quality and value for money.

Working Conditions

The postholder may be required to:

- Work extended or irregular hours, including evenings, weekends and public holidays, during registration exercises and election periods.
- Travel throughout the Turks and Caicos Islands.
- Handle confidential, sensitive and politically significant information.
- Remain available during polling, counting and other critical electoral activities.

Salary: Grade 8-\$64,985.00 per annum

APPLICATION PROCEDURE

Resumes with current contact information must be accompanied by a Cover Letter and two letters of reference (one preferably from a former employer) as well as copies of educational certificates and a copy of the Passport photo page, National Turks & Caicos Islander Status Card (where applicable). Shortlisted candidates must submit a Police Certificate.

Applications should be addressed to The Director, Office of the Human Resource Management Directorate, Church Folly, Grand Turk.





HUMAN RESOURCE MANAGEMENT DIRECTORATE

Church Folly, Grand Turk, Turks & Caicos Islands. Ph: 649-946-2801, Fax: 649-946-1582

Current serving officers must apply through their Head of Department.

Applications without all supporting documents will not be processed.

We thank all applicants for their interest, however, only persons selected for an interview will be contacted.

