



# MALAWI ELECTORAL COMMISSION

## TEMPORARY VACANCY- PRESIDING OFFICERS

Malawi Electoral Commission (The Commission), is a body mandated by law to conduct national elections in Malawi including Presidential, Parliamentary, Local Government, By-Elections and Referenda. The Commission will conduct a Fresh Presidential Election on **2<sup>nd</sup> July, 2020**. Therefore, the Commission wishes to engage the services of Presiding officers in all polling centres in Malawi to oversee polling processes

### Key Areas of Responsibilities include:

1. To receive all necessary polling materials
2. To facilitate briefing of polling staff in readiness for polling activities
3. To check the polling station before polling day
4. To open and close polling station at appointed times
5. To oversee all electoral activities on polling
6. To make necessary polling arrangements including security presence
7. To facilitate conduct of efficient and effective counting of votes after closure of voting
8. To complete Record Log Book, all forms in relation to election including complaints and incidents at the polling centre
9. To ensure that all election materials are secured at all times at the polling station
10. To ensure that polling is conducted in accordance with laid down procedures and laws at the polling station
11. To transport and submit all polling materials and records to the Returning officer after finishing counting and recording of results

### Minimum Requirements:

Candidates must be working in the public service who possess a degree or diploma from accredited institution and is working within the district where he or she is submitting his/her application.

Only candidates who meet the above requirements need to apply indicating where they are working and their position. They should also include employment number and copies of certificates. The applications can be hand delivered to the offices of The District Commissioners or Chief Executive Officers in their respective councils or may send their applications to the address below. **PLEASE INDICATE ON TOP OF THE ENVELOPE 'APPLICATION FOR THE POSITION OF PRESIDING OFFICER AND DISTRICT OF APPLICATION'.**

Applications must reach the Chief Elections Officer not later than **Friday, 17<sup>th</sup> April, 2020.**

The Chief Elections Officer  
Malawi Electoral Commission  
Private Bag 113  
Blantyre.