



HUMAN RESOURCE MANAGEMENT DIRECTORATE

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

VACANCY

JOB REFERENCE NO:

JOB TITLE: Training Officer
DEPARTMENT: Elections
MINISTRY: Governor's Office
LOCATION: Providenciales
REPORTING TO: Training Manager

JOB SUMMARY:

The role of Training Officer for the Elections Department is a temporary opportunity focused on assisting the Training Manager in the educating and training various key personnel, including Returning Officers, Presiding Officers, Poll Clerks, Election Officers, and Candidates' Agents. This role encompasses coordinating, designing, and implementing thorough training programs for poll workers in preparation for upcoming general elections. Working alongside a Training Manager, the Training Officer will collaborate with internal stakeholders within the Elections Department and engage with external stakeholders to ensure a comprehensive training approach for election polling day workers.

Key Responsibilities:

Assist the Training Manager in:

1. **Training Program Development:**
 - Strategize and develop training programs tailored to address and fulfill the specific needs of Poll Workers, ensuring comprehensive coverage of electoral procedures and protocols.
2. **Training Program Implementation:**
 - Execute training programs efficiently to equip Poll Workers with the necessary knowledge and skills required for their roles in the electoral process.
3. **Training Program Evaluation:**
 - Assess the effectiveness and impact of training programs on the Elections Department and polling activities through thorough evaluation methods, gathering feedback from participants, and analyzing performance metrics.
4. **Public Awareness and Information Dissemination:**
 - Support public awareness initiatives by disseminating vital information related to electoral processes and procedures through various channels.
5. **Training Material Maintenance:**
 - Regularly update training manuals for Returning Officers, Presiding Officers, Poll Clerks, and Candidates' Agents to ensure accuracy and compliance with electoral regulations.





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6. Documentation Production:

- Produce essential electoral documents such as Nomination Packs for Candidates, Count Process Plans, and instructions for Returning Officers, ensuring clarity and consistency in electoral procedures.

7. Security Manual Development:

- Develop a comprehensive manual for Police Officers outlining security protocols and procedures to be implemented at Polling Stations during elections.

8. Technical Training Support:

- Provide assistance and support in conducting training activities related to the operation of Electronic Scanners and Tabulators, ensuring Poll Workers are proficient in their use.

9. Media Engagement:

- Participate in media briefings alongside the Supervisor/Deputy Supervisor of Elections, providing expertise and insights on training activities and election preparations.

10. Election Preparation Assistance:

- Collaborate with relevant stakeholders to support various election preparation activities, ensuring readiness and efficiency in electoral processes.

QUALIFICATION

- Bachelor's degree in Education, Training or a related field will be an advantage.
- Training and Development Certification

EXPERIENCE

Candidates should have a minimum of 2-3 years of experience in training and development, preferably in a related field such as election administration, government, public administration, or a similar role involving instructional design and delivery. Experience in project management, particularly in coordinating training programs or initiatives, would be advantageous. Demonstrated experience in delivering training programs.

REQUIRED SKILLS, COMPETENCIES AND EXPERIENCE

- i. Excellent interpersonal and communication skills.
- ii. Ability to write concise briefs on complex issues.
- iii. Training Program Management
- iv. Technical Proficiency
- v. Organizational Skills
- vi. Problem-Solving Ability
- vii. Evaluation and Assessment
- viii. Communication Skills
- ix. Stakeholder Collaboration
- x. Problem-Solving Ability
- xi. Adaptability
- xii. Ethical Conduct
- xiii. Experience in Election Administration (desired)





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1. Adhere to all Public Service codes, rules and regulations
2. Other related tasks as assigned by the Supervisor.
3. **HOURS OF WORK:** The job holder is expected to work a 39-hour week. The job holder will be required to work additional hours from time to time to meet the demands of the job.

SIGNATURE OF JOB HOLDER:

I have read the above and understand it is intended to describe the general content of and requirements for performing this job rather than an exhaustive statement of duties, responsibilities or requirements. I have been given a copy of this job description.

I confirm that I have read, understood and signed the Code of Conduct for public servants.

JOB HOLDER (PRINT NAME)

DATE

JOB HOLDER (SIGNATURE)

SIGNATURE OF DIRECT SUPERVISOR:

DIRECT SUPERVISOR (PRINT NAME)

DATE

DIRECT SUPERVISOR (SIGNATURE)





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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. Applications can be hand delivered, Faxed to 946-1582 or sent by email to: recruitment@gov.tc.

Hand-delivered and fax applications must have clearly marked on the envelope/fax cover sheet the Job Title of the position being applied for. On emailed applications, the subject line must reference the Job Reference Number (JPB3-23-28) and the Job Title.

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

APPLICATION DEADLINE:

SALARY:

Grade: 6

DURATION:

1 Year Contract

