

GUYANA ELECTIONS COMMISSION
VACANCY FOR TEMPORARY ASSISTANT MEDIA LIAISON OFFICER

The Guyana Elections Commission (GECOM) invites applications for the position of **Temporary Assistant Media Liaison Officer**.

The duties of this position involve supporting the Public Relations Officer in drafting press releases, organizing press conferences, media monitoring and information dissemination. They help ensure that information provided to the public is accurate, timely, and impartial, which is critical for maintaining the Commission's credibility. Assistant Media Liaison Officers would be required to conduct research and prepare factual statements on electoral issues thereby contributing to the overall transparency of the election.

Key duties

- Assisting in drafting and distributing press releases and media advisories.
- Receiving routine media inquiries and directing more complex questions to the Public Relations Officer.
- Supporting the organization and logistics of press conferences, briefings, and media events, including setting up venues.
- Monitoring media coverage of the election and preparing summaries or reports for internal review.
- Engage in active media monitoring, primarily social media and draft responses accordingly.
- Collaborating with various departments within the Commission's Secretariat to gather accurate and up-to-date information on electoral processes.
- Ensuring that all public information aligns with the Commission's mandate of impartiality and adherence to electoral laws and regulations.
- Assisting in the preparation of public information campaigns and voter education materials, particularly those aimed at informing the electorate about election procedures and key dates.

Qualification

Bachelor's Degree in Public Relations or Communication with three years' experience as a journalist or Public Relations Officer.

Diploma in Public Relations or Communication with five years' experience as a journalist or Public Relations Officer.

Experience in Communications and Media Relations, Social Media Management and Knowledge about Guyana's Electoral Processes would be an advantage.

Applications must be submitted no later than **16:00hrs on Monday, 18th August, 2025** to the:

Human Resource Manager
Lot 9 Fort and Barrack Streets
Kingston
Georgetown

or via email to applications@gecom.org.gy