

Guyana Elections Commission

Vacancy

Applications are invited from suitably qualified persons to fill the position of:

LEGAL OFFICER

Under the direction of the Commission through the Office of the Chairman, the incumbent will:

- ✓ Ensures that all legal and statutory requirements are met by the Guyana Elections Commission, with particular reference to all Registration and Elections and performs the task of the Secretary of the Commission.

Responsibilities include but are not limited to the following:-

- The **Incumbent** is responsible for making recommendations for any amendments to the legislation and regulations relating to the administration of **GECOM**; conducts research and prepares briefs on the suitability of legislative amendments or procedural guidelines to facilitate the effective operations of the **GECOM**, particularly the framework of the two Acts: National Registration Act Chapter 19:08 and Representation of the People Act Chapter 103, to give guidance with respect to legislative changes for the **Guyana Elections Commission**.
- The **Incumbent** is required to construct checklists of all legal and statutory requirements so as to appraise the relevant **Guyana Elections Commission** officers of the relevant elements which impinge on their work and must monitor and otherwise assist in ensuring that these requirements are complied with for the registration and electoral process.
- The **Incumbent** shall be required to advise the Commission and prepare legal opinions in respect of all actions or applications filed against Guyana Elections Commission and if necessary to appear in any Court for and on behalf of the Commission.
- The **Incumbent** is required to have in-depth knowledge of the electoral laws governing the operations and function of GECOM and any other legal issues on which the Commission may require advise and guidance.
- The **Incumbent** assists in the examination of various legal instruments, identifies inconsistencies; advises on the legal implications and makes recommendations for appropriate treatment, as well as draws up legal documents and contracts.
- The **Incumbent** is required to scrutinize the validity of claims/complaints by individuals or agencies regarding the nature, timeliness, and other features affecting matters related to **GECOM** activities and to advise on appropriate responses or actions. The Incumbent must also undertake research on legal theories and principles and their relationship to specific laws or court judgements as they relate to the functioning of **GECOM**.
- The **Incumbent** participates in determining on an annual basis the “**Major Job Objectives**” for such Staff members as may be assigned and identifies and discusses with subordinates the “**Key Results Areas**” to be used as determinants to their performance results on a quarterly and annual basis.

Qualifications

- 1) Bachelor of Laws Degree from a reputable and recognized institution.
 - 2) Applicants must be admitted and have practiced Law in Guyana for at least three (3) years.
- Experience in Corporate Services and Legal/Legislative Drafting; working knowledge of the Laws governing elections would be considered an advantage.

Remuneration

The Guyana Elections Commission offers good working conditions and competitive packages. This position falls on EC Scale: 9.

Applications must include a detailed *Curriculum Vitae* along with two (2) recent letters of recommendations.

Envelopes should be clearly marked “Vacancy for” addressed to:

**CHAIRMAN
Elections Commission Secretariat
Lot 41 High Street
Kingston, Georgetown.**

- Electronic applications must be signed by the applicant and should be sent via email to: applications@gecom.org.gy
- Applications should be submitted no later than 07-Aug-2025.
- Detailed job descriptions/job specifications can be accessed on our website: <https://gecom.org.gy/>