

Returning Office Coordinator
Public

Competition Details

Competition Number	HOA.OCEO.ROC(EL).23-24.012
Available Positions	Eligibility List
Division	Office of the Chief Electoral Officer
Location	St. John's
Closing Date	No closing date
Salary	\$46,990 - \$51,989 (GL-7) – effective to March 31, 2024 with 2% increase on April 1, 2024

Position Details

Context	The Office of the Chief Electoral Officer (OCEO) is a non-partisan office responsible for exercising general direction and supervision over the administrative conduct of elections and for enforcing fairness, equity, impartiality and compliance with the Elections Act, 1991. The OCEO is inviting applications to establish an eligibility list for the above referenced position, located in St. John's. Hiring may be required as necessary as by-elections or general election events occur, for periods ranging from 2 months to 9 months, with possibilities of extensions.
Duties	The position is responsible for administration of district offices as well as oversight, guidance, training and support of field personnel during electoral events. Successful candidates will be the first point of contact and support to resolve administrative and procedural issues and will also act as a liaison between district offices and the Director of Election Operations.

Merit Criteria

Screening Criteria	<ol style="list-style-type: none">1. Experience in an administrative or service orientated role2. Post-secondary program in Office Administration. (Equivalencies will be considered)3. Experience in a supervisory role (asset)4. Experience working in in client services environment (asset)5. Experience working on previous electoral events (asset)
Assessment Criteria	<ol style="list-style-type: none">1. Knowledge of Office Administration Practices2. Knowledge of Microsoft Office3. Ability to Manage Time and Tasks4. Ability to Support and Coordinate a team5. Ability to Communicate Effectively (verbal & written)6. Ability to function effectively in a high pace multi-tasking work environment

Conditions of Employment

Conditions of Offer/Acceptance	<ol style="list-style-type: none">1. Certificate of Conduct satisfactory to the Employer2. Required to abide by the Code of Conduct for Employees of the House of Assembly Service3. Willing to work weekends, evenings, and holidays4. Willing to accept overtime5. Must be non-partisan
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Applicant Information

- The House of Assembly values diversity in the work place and is an equal opportunity employer.
- Preference will be given to applicants who are legally entitled to work in Canada.
- Applications should be received before the close of business on the closing date - late applications with explanation may be accepted.
- It is the responsibility of the applicant to submit an application that demonstrates the required merit criteria.
- Applications that do not clearly demonstrate the required criteria will be screened-out.
- All applications must contain accurate contact information, including current mailing address, email address and phone number.
- This competition may be used to fill future similar vacancies with the House of Assembly.

How to Apply

Applications, quoting Competition Number HOA.OCEO.ROC(EL).23-24.012, should be submitted

Online electionsnljobs@gov.nl.ca

By Mail
Human Resources Services & Payroll Administration
Corporate and Members' Services Division
House of Assembly
P.O. Box 8700
St. John's, NL A1B 4J6

For additional information on this position, please contact Michelle Evans at evansm@electionsnl.ca or by phone 1 (877) 729-7987.