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Election Officer Recruitment at INEC

Description

Job Overview:

As an Election Officer at the Independent National Electoral Commission (INEC), you will play a crucial role in facilitating the democratic process by ensuring the smooth and transparent conduct of elections at various levels. This position requires individuals who are committed to upholding the principles of fairness, impartiality, and integrity in the electoral process.

Key Responsibilities:

1. **Voter Registration and Verification:**
 - Manage voter registration processes, including the verification of voter eligibility.
 - Ensure accurate and up-to-date voter records are maintained.
2. **Polling Station Management:**
 - Set up and manage polling stations in accordance with established guidelines.
 - Oversee the efficient and organized conduct of elections on polling days.
3. **Voter Education:**
 - Conduct voter education programs to enhance public understanding of the electoral process.
 - Address inquiries and provide information to voters regarding registration and voting procedures.
4. **Election Logistics:**
 - Coordinate the logistics of election materials, ensuring timely distribution to polling stations.
 - Collaborate with relevant stakeholders to address any logistical challenges that may arise.
5. **Data Management:**
 - Compile and maintain accurate data related to voter registration, polling results, and other relevant information.
 - Generate reports as required by the electoral commission.
6. **Conflict Resolution:**
 - Address and resolve issues that may arise during the electoral process, promoting a peaceful and orderly voting environment.
7. **Compliance and Ethics:**
 - Ensure strict adherence to electoral laws, regulations, and ethical standards.
 - Report any irregularities or violations promptly and accurately.

Qualifications and Requirements:

- Bachelor's degree in a relevant field (Political Science, Public Administration, Law, etc.).
- Strong understanding of electoral processes and regulations.

Hiring organization
INEC

Employment Type
Full-time

Industry
Government

Job Location
Plot 436 Zambezi Crescent,
Maitama District, FCT, Abuja,
NIGERIA, 900271, Abuja, Abuja,
NIGERIA

Working Hours
9

Date posted
July 30, 2025

Valid through
19.06.2026

- Excellent communication and interpersonal skills.
- Ability to work independently and as part of a team.
- Attention to detail and strong organizational skills.
- Computer literacy, including proficiency in Microsoft Office applications.
- Commitment to upholding the principles of democracy and electoral integrity.

How to Apply:

Interested candidates should submit their resumes and cover letters via the INEC recruitment portal at [INEC Recruitment Portal](#). Please ensure that your application includes relevant educational and professional qualifications.

Note:

- Only shortlisted candidates will be contacted for further assessments.
- INEC is an equal opportunity employer and encourages applications from qualified individuals, regardless of gender, ethnicity, religion, or disability.