

The Secretariat

The Secretariat constitutes administrative and technical staff hired on ad hoc and permanent basis by the Commission, headed by the Executive Secretary (ES).¹

Composition of the Management:

- The Executive Secretary (ES) (1)
- Directors (10)
- Executive Assistant to the CEC (1)
- Assistant to the Executive Secretary (1)

Administrative Secretariat

Section 9 of the PEA, 2012, makes provision for the appointment of an Executive Secretary, employment of permanent staff members to meet the needs of the various departments and ad hoc staff for the implementation of the various activities of the Commission.

The Executive Secretary shall be responsible to the Commission for the

- a) Day-to-day administration of the affairs of the Commission;
- b) Recording and keeping of Minutes of meetings of the Commission; and
- c) Supervision and discipline of the staff of the Commission.

The Secretariat is the administrative body responsible for the implementation of all policies and decisions of the Board of Commissioners.

The Secretariat has ten Departments at the Headquarters with specific responsibilities (administrative and operational) related to the conduct of all elections. The Commission has Regional and District offices headed by Regional Chiefs and District Electoral Officers.

¹ Section 9 (1) (2) (3) The Electoral Commission shall have an Executive Secretary, and such other staff as may be required for the efficient discharge of the functions of the Commission.

The Executive Secretary and other staff of the Commission shall be appointed by the Electoral Commission subject to the term and conditions that the Commission may determine.

Public officers may be seconded or otherwise render assistance to the Commission.

The Executive Secretary shall be responsible to the Commission for-

- (4) (a) The day-to-day administration of the affairs of the Commission;
- (b) The recording and keeping of Minutes of meetings of the Commission in a book kept for that purpose;
- (c) The supervision and discipline of the staff of the Commission; and
- (d) Performing such other duties as the Commission may determine.

Departments

The Commission in the last quarter of 2015 established two (2) additional Departments and one Unit as follows:

- a) Research, Monitoring and Evaluation Department;
- b) Media and External Relations Department; and
- c) Voters Roll and Data Management Unit within the Department of IT.

The Commission's ten Departments are:

- Legal Affairs
- Internal Audit
- Administration
- Finance
- Operations
- Information Technology
- Training and Outreach
- Human Resource, Gender and Disability
- Research, Monitoring and Evaluation
- Media and External Relations