



Kitigan Zibi Anishinabeg

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JOB OPPORTUNITY

The Kitigan Zibi Anishinabeg Administration Office invites applications for the following position:

ELECTORAL OFFICER - AMENDED

- DEADLINE TO APPLY:** Friday, April 22, 2022 @ 4:00 p.m.
LOCATION: Kitigan Zibi Anishinabeg Administration Office
DURATION: May 2 – September 9, 2022-Term Contract
- SALARY:** Level 5 Range 0 (non-negotiable) – (\$912.29/week, less Mandatory Employment Related Costs)
- CONDITION:** Must take Elections training by Indian Affairs

SUMMARY: Follow all applicable Indian Act and Indian Band Election Regulations. This involves but is not limited to performing all duties related to an election, including working on a database, establishing dates in regards to nominations, mail-out packages, polling notices, posting voter's lists within regulation time frames. Work with Band members and inquiries, appoint deputies, secure and set-up of facilities, prepare required reports to the Department of Indian and Northern Affairs, and all other related duties to ensure the smooth functioning of the respective election.

- BASIC REQUIREMENTS:**
- College diploma or equivalent in training and work experience
 - Good knowledge of computers and programs
 - Good office skills
 - General knowledge of the Indian Act and the Indian Band Election Regulations
 - Must not have a criminal record
 - Must not be an elected official

- QUALIFICATIONS SOUGHT:**
- Ability to work in English and French
 - Ability to maintain strict confidentiality
 - Ability to prepare various types of reports
 - Ability to work long hours and under pressure

Please see the attached job description for a detailed list of responsibilities and tasks.

Interested Kitigan Zibi Anishinabeg applicants who possess the mandatory qualifications and requirements are invited to submit a detailed resume, a police verification attestation and a medical certificate to good health. This information is to be forwarded to the Community Services Administration Office to the attention of **Christine Stevens**, Community Services Director, no later than 4:00 p.m. on **April 22, 2022**. Applications received after this time or who do not meet the basic qualifications will not be considered.

Candidates will be screened based on a checklist of all requirements as per the job description, information contained in their resume, support documentation and the references. Validation will be made of the applicant's education/training/licenses.

Note: Interviews will be held. A Selection Committee will be formed to interview applicants and recommend a candidate.



**Kitigan Zibi Administration
Electoral Officer
JOB DESCRIPTION**

GENERAL INFORMATION	
Job Title	Electoral Officer
Category	Professional
Sector	Administration
Location	As determined by Comptroller/Community Services Director
Terms	Term Contract (approximate 6 month period)
Hours	Regular (35 hours) Monday-Friday, 8 am - 4pm and varied schedule(Nomination meeting and Polling Day, Election Count and Reporting and Posting Election Results)
Salary	Level 5, Range 0, As per KZA Salary Scale
Immediate supervisor	Comptroller/ Community Services Director
Date of job description	September 2014
JOB SUMMARY	
	<ul style="list-style-type: none"> • Under supervision of the Comptroller/Community Services Director, the Electoral officer is responsible for conducting the KZA Election according applicable Indian Act and Indian Band Election Regulations; and • Responding to KZA members' inquiries regarding the KZA election process, appointing deputies, the securing and setting-up of nomination and election facilities; and • Ability to enforce the secrecy of the voting process and the integrity of the KZA election process; • Preparation of required reports to Aboriginal Affairs and Northern Development (AANDC) and proper and official operations relating to all aspects of the KZA election, and • Advising eligible voters both on and off-reserve nomination and election dates, as per the prescribed process approved AANDC.

RESPONSIBILITIES	KEY DUTIES
The Electoral Officer oversees management and control of the KZA bi-annual Election	<ul style="list-style-type: none"> • Obtains adequate human/material resources to run election; • Purchases all needed supplies; • Arranges postal box and checks mail daily; • Performs office tasks; such as preparing labels, data entry, processing mail, filing, arranging venues, etc. • Develops a detailed schedule and strictly follows plan; • Appoints qualified Deputy Electoral Officers (DEO's) for polling day and coordinates required election training for DEO's; • Publicizes nomination and polling dates and time and venue; • Maintains a journal throughout the elections process.
Responsible all logistical matters and presides over the KZA Nomination Meeting	<ul style="list-style-type: none"> • Prepares, posts and distributes "Notice of Nomination Meeting" as prescribed by the Indian Act/Band Elections Regulations; • Prepares and sends first mail-out package Notice of Nomination meeting to on and off-reserve electors, as per time lines; • Prepares KZA Voter's list and posts, according to regulations; • Maintains a list of electors who are mailed nomination Notice;

	<ul style="list-style-type: none"> • Maintains a list of voters who consent to having their addresses released to candidates; • Receives mail-in nominations and stores in secure locked place; • Arranges location and prepares for public nomination meeting; • Presides over and officially opens the KZA Nomination meeting at the prescribed time, as per Indian Band Elections Regulations; • Reads aloud all mail-in ballots and receives in person nominations and seconders at nomination meeting; • Prepares a record of the Nomination Meeting; • Accepts and receives voluntary written withdrawals from candidates wanting to withdraw from election; • Closes the nomination meeting at the prescribed time.
Responsible for preparing and presiding over all aspects of KZA Polling Day	<ul style="list-style-type: none"> • Meets with printer, designs ballots, pays contractor; • Locks printed ballots and mail-in ballots in a secure place; • Prepares and post the “Polling Notice” at public places; • Sends second mail-out ballot package to off-reserve electors and on-reserve electors (upon request); • Enforces secrecy of voting and integrity of KZA election process by not allowing candidates/campaigners to influence voters at or near the polling station on voting day; • Verifies that all ballots were issued to electors by EO; • Maintains a list and records all electors who voted; • Provides assistance/ translation for electors who need help; • Plans for unexpected occurrences/deals with any arising issues; • Opens and closes polls at prescribed time, as per regulations.
Responsible for all counting operations and post-polling reporting requirements	<ul style="list-style-type: none"> • Counts election votes and verifies counts with DEO’s assistance; • Provides leadership and advice to Deputy Electoral Officers (DEO’s) during counting the votes; • Counts ballots at time noted on “Notice of Poll,” with the assistance of DEO’s (Indian Band Elections Regulations); • Verifies all mail-in ballots for validity and verifies that electors did not vote in person on polling day; • Counts number of votes and spoiled ballots; • Records any objections by Candidate’s Agent(s) during counting; • Prepares a ‘Statement of the Votes’ and posts in various locations, including KZA flyers website; • Sends final statement of votes to all off-reserve electors; • Sends report to Aboriginal Affairs and Northern Development Canada as set out in regulations.

ACCOUNTABILITY
<ul style="list-style-type: none"> • Accountable to Comptroller/Community Services Director, for the performance of all duties related to the KZA nomination and election process, as per Indian Act and Band Elections Regulations, and; • Performs all related administrative, planning, organizational, public tasks associated with the KZA nomination, election/polling and reporting processes of the KZA election.

WORKING RELATIONSHIPS	
Interpersonal relationships	<ul style="list-style-type: none"> • Ensures proper working relationships with colleagues, clients and community members when conducting the KZA election; • Excellent public speaking skills.
Leadership	<ul style="list-style-type: none"> • An oath of Strict confidentiality is required for this position; • Demonstrated leadership skills in running an election process; • Shows leadership in making independent and well informed decision legal knowledge.
Team work	<ul style="list-style-type: none"> • Advices team members and team building skills.
External communications	<ul style="list-style-type: none"> • Communicate daily and answers questions from the general public and community members regarding the KZA election; • Communicates with AANDC Band Governance agents.
Negotiations	<ul style="list-style-type: none"> • Not applicable
Training	<ul style="list-style-type: none"> • Attends professional development training on the Indian Act and Indian band election regulations, as required by AANDC.

ENVIRONMENTAL FACTORS	
Deadlines	<ul style="list-style-type: none"> • Sets, monitors and conducts KZA nomination and election day according to strict schedules and deadlines; • Must complete all mail-outs according to strict deadlines;
Mental and physical effort	<ul style="list-style-type: none"> • Must be able to carry boxes of envelopes for mail-outs; • Manages special events and answers questions publicly.
Working conditions	<ul style="list-style-type: none"> • Regular and varied schedule: weekend/night shifts; • Some local and distance travel required.
Cultural competency	<ul style="list-style-type: none"> • Awareness of Kitigan Zibi Anishinabeg culture and community.

QUALIFICATIONS REQUIRED	
Education and experience	<ul style="list-style-type: none"> • High School Diploma and Training and experience in elections; • Indian Act Band Election and Regulation training Course Certificate or willingness to take course is required; • Prior work experience in dealing with the general public in three languages (English, French and Algonquin).
Skills and knowledge	<ul style="list-style-type: none"> • Some legal knowledge or training would be an asset; • Knowledge of <u>Indian Act</u> and Indian Band Regulations; • Reads and understands legislation/regulations; • Makes and enforces decision; • Enforce secrecy of voting and integrity of KZA election process; • Communicate effectively in English and French required; • Standard office computer literacy, instant messaging and use of the Internet are required for this position.
Conditions of employment	<ul style="list-style-type: none"> • Must be willing to take AANDC Band Elections regulations course (unless already taken this course); • Enhanced reliability check required;