

**Directive on Recruitment of National Election Board of Ethiopia's Regional Branch Office
Heads no. 1/2019**

Preamble

Whereas, in order to ensure impartiality in the conduct of free and fair election at national and regional levels the National Election Board of Ethiopia Establishment Proclamation No 1133/2019 under article 23 gives the Board the mandate to establish regional branch office in all regions for coordinating elections;

Whereas, the re-establishment of the Board in accordance with the National Election Board of Ethiopia Establishment Proclamation requires restructuring and re-alignment of existing branch offices as well as appointment of new heads.

Whereas, the Board shall appoint regional branch office heads from among residents of the region with proven impartiality and professional competence.

Whereas, the proclamation stipulates recruitment and employment of regional branch office heads shall be determined by a directive that enables the Board to properly exercise powers and functions vested upon it in a transparent, participatory and accountable manner ;

Now, therefore, the National Election Board of Ethiopian issued this directive

Article 1. Short title

This directive may be cited as "Directive on Recruitment and Employment of the National Election Board of Ethiopia's Regional Branch Office Heads".

Article 2. Power of the Board

- 1) In line with the National Election Board of Ethiopia Establishment Proclamation, it shall have the power to establish branch offices with mandates to coordinate elections in all regional states of Ethiopia.
- 2) Considering the size of regional states, settlement pattern of the population and number of voters, the Board may, as appropriate, establish permanent zonal and constituency coordination offices accountable to regional branch offices.
- 3) The Board shall appoint branch office heads from among list of residents of the region with proven impartiality and professional competence submitted to it by the Chairperson.

Article 3. Duties and Responsibilities of Regional Branch Offices

Under the general instructions and directions of the Board and, as appropriate, the Chief Executive of the Secretariat of the Board each regional branch office head shall have the following duties and responsibilities:

- 1) Lead, coordinate and monitor the election at regional level;
- 2) Submit proposals to the Secretariat of the Board regarding structure of regional coordination offices made accountable to it.
- 3) Follow up and ensure timely delivery of all the necessary election documents and materials to the respective coordination offices, constituency and polling stations;
- 4) On the basis of instructions from a Board member assigned to this specific task provide and coordinate civic and voter education in collaboration with other pertinent organs
- 5) Follow up and monitor the conduct of voter registration, nomination of candidates and voting in accordance with the law; review regional level election related grievances and complaints and render decisions in accordance with directives issued by the Board
- 6) Submit a report to the Secretariat of the Board regarding processes and results of election conducted in the region;
- 7) Gather and analyze pertinent data as well as submit periodic report to the secretariat of the Board that facilitates execution of elections
- 8) Submit periodic activity report to the Secretariat of the Board;
- 9) As per the directive of the Board facilitate establishment of political parties' joint forum at regional and polling station levels as well as coordinate regional level political parties' joint forum;
- 10) Establish regional branch office Grievance Hearing Committee on the basis of directive issued by the Board;
- 11) Perform other duties assigned to it by the Chairperson and the Chief Executive of the Secretariat of the Board.

Article 4. Principles for Recruitment Criteria

- 1) The Board shall recruit regional branch office heads based on the election law, relevant regulations and directives.
- 2) The Board's recruitment and employment process of regional branch office heads shall be guided by transparency, fairness and justice
- 3) Gender representation shall be duly considered while developing criteria for recruitment and employment of regional branch office heads

Article 5. Recruitment Criteria

Applicants for regional branch office head position shall fulfil the following criteria Must be an Ethiopian national;

- 1) Must be a permanent resident of the constituency and able to speak and write the working languages of the federal government and the region
- 2) Respected by the community and of good ethical behavior
- 3) Must not be a member of any political organization;

- 4) Must have at least a bachelor's degree in law, political science, public administration, statistics, management, information technology or subjects related to elections;
- 5) Must have four years' work experience if the applicant has a master's degree and five years' work experience if the applicant has a bachelor's degree.
- 6) Must have the capacity to understanding election laws, regulations and directives as well as explain same to the public

Article 6. Responsibility of the Board

- 1) In order to collect applications from adequate number of applicants or names of nominees it shall use newspapers of wider circulation, radio, television and other convenient means of communications.
- 2) If the Board deems it necessary it may, in addition to evidences submitted by applicants, communicate with heads of relevant offices and collect written confirmation from them
- 3) The Board may consult with heads of political parties having offices as well as operational presence in the region for the purpose of ascertaining party membership or otherwise of the applicant
- 4) The Board shall prepare different forms including a record for listing of applicants/nominees.
- 5) The Board shall consolidate and organize information gathered from applicants and nominators and carry out the screening.
- 6) The Board shall identify, on the basis of a scoring criteria it develops, competent applicants/nominees and prepare their ranking.

Article 7. Procedure for receiving nominations for membership in the Management Board

- 1) The Board shall determine deadline for receiving applications and publish minimum requirements for the post in medias with wider circulations within the region
- 2) Applicants shall attach the following documents to their application
 - a) A single page letter of motivation that also explains if selected special contributions and skills he/she would bring to the office
 - b) Educational qualifications awarded
 - c) Work experience;
 - d) Two letters of recommendation attesting applicant's competence for the position;
 - E) One of the recommendation letters must be from a person that has been closely monitoring performance of the applicant.
 - f) The applicant may submit his/her application in person or via express mail (EMS), regular post or email. An applicant that wishes to submit his/her application and documents in person may do so at the National Election Board of Ethiopia's head office located around Bole Flamingo area.
- 3) In addition to individual applicants any one can nominate persons believed to fulfill the criteria.

4) The Board shall collect addresses of nominees from their nominators and have them submit required credentials provided they express willingness to assume the position.

Article 8. Screening and Shortlisting of Candidates

- 1) The Board shall, on the basis of documents submitted to it, conduct the necessary screening and prepare a shortlist of ten applicants for the regional branch head office position
- 2) The ten shortlisted applicants shall be invited for an interview and final vetting by the Board.
- 3) An in-depth investigation on all issues of concern shall be emphasized during the interview process of the ten shortlisted applicants.
- 4) The Board when it deems necessary shall examine background history, work performance and other supporting evidences
- 5) The Board shall consult and seek advice, regarding shortlisted applicants, from political parties having offices and operational presence in the region
- 6) After final screening on the basis of all set criteria a candidate with the highest score shall be appointed as Board' s Regional Branch Office head

Article 9. Term of office of the Head

A regional branch office head shall serve for a term of six years.

Article 10. Effective date

This directive shall come into force from its date of adoption by the Board on the 21st of August, 2019.

Birtukan Midekssa

Chairperson of the National Election Board of Ethiopia