

THE REPUBLIC OF UGANDA
THE ELECTORAL COMMISSION

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P. O. Box 22678 Kampala, Uganda
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Ref: **Adm82/249/01**
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Date: **5th December 2025**
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EXTERNAL JOB ADVERTISEMENT

The Electoral Commission is established under Article 60 of the Constitution of the Republic of Uganda and is mandated to conduct public elections and referenda. The Commission invites applications from suitably qualified citizens to fill the following vacant positions within its establishment.

1. Presiding Officer (one per Polling Station)
2. Polling Assistant (four per Polling Station)

Vacancy	:	Presiding Officer
Duty station	:	All Polling Stations countrywide
Reports to	:	Parish Supervisor
Tenure	:	Appointed Polling Days
Allowance	:	Shs. 100,000/= per day of presiding.

Job purpose:

To assist in conducting the four (4) categories of elections below, on polling day.

- a) President and Members of Parliament (Directly-elected MP and District Woman Representative to Parliament)
- b) District/City Chairpersons, Lord Mayor and Councillors
- c) Municipality/City Division Chairpersons and Councillors
- d) Sub County/Town/Municipal Division Chairpersons and Councillors

Duties of a Presiding Officer

1. Reports to the Parish Supervisor (the immediate supervisor);
2. Overall management of the polling station;
3. Supervision of polling station staff;
4. Receipt, issuance, accountability and safe custody of election materials;
5. Ensuring proper filling of election forms;
6. Submission of election returns to the Returning Officer;
7. Ensuring peace and security at the polling station;
8. Keeping records of the proceedings at the polling station;
9. Mobilizing furniture to facilitate the polling process;

Qualifications, skills and person specification:

1. Possession of Uganda Advanced Certificate of Education (UACE) or its equivalent.
2. Should be a person of high moral character and proven integrity;
3. Preferably a resident of the area where the polling station is located;
4. Must be a registered voter.
5. Experience in elections related work will be an added advantage.

Age limit: 18 years and above

Vacancy	:	Polling Assistant
Duty station	:	All Polling Stations countrywide
Reports to	:	Presiding Officer
Tenure	:	Appointed Polling Days
Allowance	:	Shs. 75,000/= per polling day

Job purpose:

To assist in conducting the following four (4) categories of elections, on polling day:

- a) President and Members of Parliament (Directly-elected MP and District Woman Representative to Parliament)
- b) District/City Chairpersons/Lord Mayor and Councillors
- c) Municipality/City Division Chairpersons and Councillors
- d) Sub County/Town/Municipal Division Chairpersons and Councillors

Duties of Polling Assistant:

1. Reports to the Presiding Officer;
2. Verification of voters using the Bio-metric Voter Verification Kit and hard copy of the Voters Register;
3. Issuance of ballot papers to the voters;
4. Marking/dipping the finger of a voter after casting the ballot;
5. Assisting the Presiding Officer to fill election forms at the start and closure of polling;
6. Assisting the Presiding Officer in management of the polling station;
7. Any other duties as assigned;

Qualifications, skills and person specification:

1. Possession of Uganda Certificate of Education (UCE) or its equivalent.
2. Should be a person of high moral character and proven integrity.
3. Preferably a resident of the area where the polling station is located;
4. Must be a registered voter.
5. Experience in elections related work will be an added advantage.

Age limit: 18 years and above

Mode of Application:

Applicants should fill in a job application showing their day time telephone number(s), addresses which should be completed and sent to the respective District Election Administrator where the applicant may wish to work, in any case not later than **Friday, 19th December, 2025**.

Envelopes should be clearly marked at the top with the words ‘Application for the post of.....’

Note:

- a) Applicants **must** possess a telephone number registered on mobile money in their **own names** as they appear on their National Identity Cards (IDs) to facilitate payment by e-cash.
- b) Only short listed candidates will be contacted.
- c) Any form of lobbying will lead to automatic disqualification

Electoral Commission is an equal opportunity employer, therefore, females and Persons with Disability are particularly encouraged to apply.



Richard Baabo Kamugisha
Ag Secretary, Electoral Commission