**JOB DESCRIPTION OF POST OF FIELD INVESTIGATING OFFICER**

**(ELECTIONS AND BOUNDARIES COMMISSION)**

Responsible for:

1. Visiting the place of residence of any person who has applied to be registered either as elector or non-elector under the provisions of the Representation of the People Act; interviewing such person “in situ” to verify data provided in support of applications for registration;
2. Determining the internal consistency and accuracy of information supplied by registrants by interviewing relatives or other persons including employers; visiting registrant’s workplace if necessary and conducting interviews as appropriate;
3. Conducting systematic checks to determine the bona fides of applications for transfers of all registrations: intra-constituency and extra-constituency;
4. Submitting timely reports on the results of all field investigations to the Assistant Registration Officers and Registration Officers;
5. Making frequent visits to offices of District Registrar of Births and Deaths for the purpose of obtaining information relevant to updating of the electoral list; coordinating such activity with daily review of obituary notices in the Press and visits to funeral agencies;
6. Investigating allegations of improper transfers of registration to establish the truth of statements provided by registrants; and conducting such research as may be necessary;
7. Visiting the Immigration Division of the Ministry of National Security at least once per quarter to obtain data on registrants who have migrated; preparing reports and submitting same to Assistant Registration Officers and Registration Officers;
8. Receiving from the Chief Election Officer or Registration Officer or Assistant Registration Officer or Registration Supervisor advance information about special activities such as electoral registration so as to assist with the preparation of work plans and programmes;
9. Receiving oral and written instruction from the Registration Officer or Registration Supervisors or the Chief Election Officer regarding assignments for investigation;
10. Keeping proper written record of all investigation conducted in the course of duty;
11. Bringing to the immediate attention of the Registration Officer or Assistant Registration Officer any irregularity regarding the findings of investigations;
12. Investigates complaints made by the public regarding names on the Electoral List.