

ELECTION MANAGEMENT DEPARTMENT

Objective

To manage and coordinate Presidential and Parliamentary Election in the United Republic of Tanzania and Councilors Election for Mainland Tanzania.

The Department will be led by a Director assisted by two Assistant Directors and will consist of the following Zones that will be regarded as Sections and will be located at the Headquarters:

Functions

- (i) To announce and oversee the election campaigns;
 - (ii) To facilitate and oversee registration of voters;
 - (iii) To organize, coordinate and supervise the preparations of Polling Stations and ensure that they have all necessary supplies for election;
 - (iv) To organize, facilitate and oversee the production of election outputs;
 - (v) To prepare final election reports;
 - (vi) To coordinate the appointment and training of Electoral Officials in Constituencies and Wards;
 - (vii) To provide inputs and participate in preparation of election budgets and other resources for Regions and Constituencies; and
 - (viii) To coordinate and supervise the conduct of Parliamentary and Councilors By-Elections.
- (i) Receive and verify candidates' forms and prepare sample/ ballot papers;
 - (ii) Prepare Election budget and ensure timely and sufficient disbursement of funds to the Returning officers and Regional Election Coordinators; and
 - (iii) Compile Reports from the Regional Election Coordinators' and Returning officers;