

**NATIONAL VOTERS REGISTRATION AND INFORMATION  
COMMUNICATION TECHNOLOGY DEPARTMENT**

**Objective**

To register voters, keep, maintain and update National Voters Register and complementary sub-systems.

**Functions**

To register, update and maintain the Permanent Voters Register in all Regions in the United Republic of Tanzania and prepare periodic reports on Registration;

- (i) To develop, install and maintain various computer systems in order to facilitate the implementation of various functions of the national commission;
- (ii) To prepare and distribute maps for constituencies, logistic, and other significant information to the Commission;
- (iii) To prepare voter registration training materials and guidelines and train Election Officials, Registration Assistants, Camera Operators and Political Parties on Registration;
- (iv) To publish Provisional Register for Display;
- (v) To conduct seminars for RECs, ROs and AROS on Registration of Voters;
- (vi) To prepare Registrations Centers and GIS
- (vii) To publish Permanent Voter`s Register for the General Election and By - Elections
- (viii) To process Nomination Forms and preparation of sample ballot papers; and
- (ix) To capture election results and prepare a list of constituencies for the announcement of results.

This Department will be led by a Director of Voters Registration and will comprise of two Sections as follows;-

- (i) Voters Systems and Administration Section; and

- (ii) Voters Development and Geographical Information Systems Section.

### **Voters Systems Development and Administration Section**

The Section will perform the following activities:-

- (i) Prepare, design, and implement variety of computer systems which will simplify work to the Commission;
- (ii) Establish and manage security policies for computer systems;
- (iii) Provide training for users of computer systems to ensure efficient use of systems;
- (iv) Review the use of systems and prepare reports for the reviewed systems and take action in improving such systems;
- (v) Repair ICT systems and infrastructure;
- (vi) Determine systems and computer equipment to be procured;
- (vii) Manage all minor and major repairs of computers, digital equipment and systems; and
- (viii) Manage maintenance and operating equipments (such as Solar Power Kit, Generator Camera Kit, Kit Biometric etc.) during the enrollment Process/ Updating of Permanent Register of Voters in the Regions.

### **Voters Management & Geographic Information System Section**

The Section will perform the following activities:-

- (i) Manage and coordinate registration process/ updating of Permanent Voters Register in all Regions;
- (ii) Facilitate establishment of voter registration centers form Street/ Village, Ward, Constituency, District, Regional up to Zone Levels;
- (iii) Take custody of all the information in the Register;
- (iv) Update and maintain data in the Disaster Recovery Site (Database);
- (v) Make sure that the results of all systems are appropriate;

- (vi) Integrate all systems used by the Commission;
- (vii) Verify information in the Register (Database) and provide reports;
- (viii) Prepare documents such as forms, Voter Ids, etc. and provide inputs in preparation of Registration regulations;
- (ix) Prepare and revise Boundaries in Villages, Streets, Wards Constituencies, Districts, Regions and Zones;
- (x) Prepare and Distribute Maps for Constituencies, Logistics, and other significant information to the Commission;
- (xi) Prepare and distribute Election Result Maps;
- (xii) Digitize and edit Maps;
- (xiii) Capture Registration Centers coordinates; and
- (xiv) Prepare Election Result announcement Centers.