

VOTER EDUCATION AND PUBLIC INFORMATION DEPARTMENT

Objective

To provide voter education throughout the country and oversee provision of the same by other institutions and persons.

Functions

- (i) Plan and organize the provision of Voters Education;
- (ii) Prepare materials for Voters Education and make them available to institutions engaged in the provision of such education;
- (iii) Oversee provision of voter's education to the public;
- (iv) Prepare and oversee the production and dissemination of the publications on elections;
- (v) Supervise and Co-ordinate preparation of press releases, press conferences, TV and Radio Programs, reports , periodical prints and disseminate election related information to the public; and
- (vi) Prepare venues for announcement of Election Results.

This Department will be led by a Director of Voters Education and Public Information and will be assisted by two Assistant Directors:-

- (i) Voter Education Section; and
- (ii) Public Information Section.

Voter Education Section

The Section will perform the following activities:-

- (i) Supervise preparation and organization of calendar of voter education programs;
- (ii) Implement and disseminate education materials to various stakeholders through the media;

- (iii) Organize and conduct periodic stakeholders meetings to discuss matters pertaining to voter education;
- (iv) Conduct consultation workshops and training seminars on voters education;
- (v) Review, analyze, assess and advise on NGOs individual entities and CSOs reports;
- (vi) Facilitate communication with relevant stakeholders accredited to participate in voter education programs;
- (vii) Identify and conduct training needs analysis and prepare advocacy training programs, pertaining to voters on election matters;
- (viii) Co-ordinate and supervise advocacy programs through seminars, workshops and meeting;
- (ix) Build advocacy capacity to voters education providers for provision of Voters Education;
- (x) Mobilize resources and budget to facilitate voters education;
- (xi) Initiate preparation and production of advocacy guidelines and directives;
- (xii) Conduct research on advocacy of election matters;
- (xiii) Prepare and produce voter education advocacy leaflets, pamphlets, question and answer booklets, and disseminate the same accordingly;
- (xiv) Prepare periodic reports on implementation of Voter Education programs and use such reports to create a reliable database for planning Voter Education Programs; and
- (xv) Monitor and evaluate programs implementation and produce reports.

Public Information Section which will be led by Assistant Director

The Section will perform the following activities:-

- (i) Provide inputs and participate in preparation of the Commission election calendar of related events and election matters;

- (ii) Develop and maintain good links with the media and public to promote the image and objectives of the Commission;
- (iii) Supervise the preparation of briefs regarding election process and conduct meetings to communicate with election representative;
- (iv) Organize the exercise to accredit the International and Local media that will be involved in election coverage;
- (v) Coordinate preparation of Press Releases, Press Conferences, TV and Radio Programs production concerning Commission activities;
- (vi) Supervise production and dissemination of periodical prints such as annual calendars, election journals, newsletters, brochures and festival cards;
- (vii) Update website and communication materials;
- (viii) Organize and Coordinate Commission`s public events;
- (ix) Coordinate preparation and productions of reports;
- (x) Prepare daily media monitoring reports and advise the Director of Election accordingly;
- (xi) Prepare Commission papers and speeches;
- (xii) Stock and supervise Commission`s Library; and
- (xiii) Prepare media inventory.