

## **DUTIES OF THE REGISTRATION OFFICIALS**

### **REGISTRATION SUPERVISOR**

The main duties of Registration Supervisors and Deputies are to:

- a. Train Registration Officers under the supervision of the District Electoral Officer.
- b. Distribute all materials needed for the registration exercise to Registration Officers.
- c. Make daily visits to Registration Centres in the District.
- d. Ensure that the Registration Centres do not run out of materials during the period of the exercise.
- e. Ensure that prescribed Registration procedures are followed.
- f. Collect all Registration forms and other lists, used and unused forms and other materials from the Registration Officers and hand them over to the District Electoral Officer, at the end of the exercise.

### **REGISTRATION OFFICER**

The Registration Officer conducts the interview of the applicants and manages activities at the Centre. The duties of the Registration Officer are as follows:

- a. Receives access rights to the kit from the EC IT Technician
- b. Ensures that the Registration Centre is properly set up for free flow of applicants within the Centre.
- c. Responsible for initial consumables supply and re-supplies: reports shortage of such items and ensure adequate supply during the period of registration.
- d. Takes charge of the Registration Centre and all materials, equipment, and documents at the Centre.
- e. Checks the identity and qualification of the applicant (proof of Identity/eligibility).

- f. Completes the Registration Form 1A and assists the applicant to thumbprint or sign it.
- g. Transfers the completed application form to the Data Entry Clerk.
- h. Ensures the issuance of photo laminated cards to registered voters.
- i. Together with the Data Entry Clerk performs the opening and closing of the registration centre.
- j. Ensures that voters who intend to challenge an applicant or who decide to report an irregularity get the chance to do so.
- k. Ensures that all eligible applicants who present themselves to be registered are served.
- l. Directs the Data Entry Clerk to do any kind of editing or searching in respect of any applicant when necessary.
- m. Maintains discipline and order at the registration centre and resolves all issues that may crop up.
- n. Arranges for equipment maintenance when the need arises.
- o. In case of any malfunction or breakdown of the kit, he/she calls in the Regional/HQ Technician to assist in solving the problem.
- p. Ensure the materials, equipment and official documents received from the field are kept safely until they are transferred to the Regional Office.

### **DATA ENTRY CLERK**

The Data Entry Clerk operates the kit. He/she ensures the proper placement of fingers on the fingerprint scanner and also prepares applicants for picture capturing. The duties of the Data Entry Clerk are as follows:

- a. Captures the required biographic and biometric information into the computer and prints out the Captured Voter Information Forms -1C.
- b. Produces a daily list of registered voters at the registration centre for display.

- c. Searches or edits applicant's records when authorized to do so by the Registration Officer.
- d. Performs the accounting tasks at the end of each day (printing of activity reports).

### **LAMINATION OFFICER**

The duties of the Registration Assistant responsible for lamination are as follows:

- a. Detaches and laminates the voter ID cards for applicants.
- b. Applies indelible ink to the left little finger of the registered voter.
- c. Hands over laminated voter ID card to prospective voter and advises him/her to handle the card with care to present it for voting.

### **TECHNICIANS**

The role of the District Technician is to:

- a. Connect the necessary cables and powers on the kits.
- b. Register the registration centre name and the code on the computer.
- c. Register the names of the registration staff on the computer.
- d. Bio-register the Registration Officer and Data Entry Clerk to enable them perform authorized tasks on the kit each day at the Centre.
- e. Initiate the customization of the kit by first programming the kit for the voter registration.