

*Elections Nova Scotia has recently undergone a thorough review of its business operations and mandate. This initiative has resulted in a full restructuring of the Agency to position it to meet its democratic renewal mandate and to deliver modern electoral management and electoral finance services to Nova Scotians. The process to ensure the best qualified employees are hired to build the Agency is now underway.*

## Assistant Chief Electoral Officer

Reporting to the Chief Electoral Officer, the incumbent is accountable to oversee the development, continual renewal and administration of a professional electoral administration process reflective of the guiding principles of electoral management. This involves ensuring the continual renewal of all operational systems, formulating and recommending amendments to related legislation, ensuring the Province is in a constant state of readiness for provincial elections, by-elections, referenda, liquor plebiscites and other electoral events, and strategic organizational leadership with regard to the management of the electoral administration process.

We are seeking a senior executive with a strategic business perspective, who has significant and progressively responsible experience with a focus on managing people, information and processes in complex organizations and environments. You hold a relevant university degree with at least ten years of progressive managerial experience. Experience in professional electoral management and public sector management is an asset.

## Director of Electoral Finance and Election Administration

Reporting to the Assistant Chief Electoral Officer, the incumbent is accountable to develop, manage and control electoral finance and election administration systems, ensuring accurate, timely, clear and publicly available reporting. This involves the continual renewal of electoral finance and election administration systems in response to identification of issues and subsequent changes in electoral financing law, electoral process improvement initiatives, election readiness planning, the provision of professional administrative, audit and reporting services in support of provincial elections, by-elections, liquor plebiscites, referenda and other electoral events, and the management of the political contributions, recognized political party public funding and candidate election expenses and reimbursement regimes.

You are an executive with a strategic business perspective, who has formulated financial policy in response to legislative change, managed complex and significant budgets, and built strategic relationships with stakeholders, and has led a finance team through all aspects of financial and business planning, analysis, and reporting. You hold a relevant university degree and accounting designation with at least ten years of progressive managerial experience. Experience in professional electoral management is an asset.

## Director of Information Systems and Technology

Reporting to the Assistant Chief Electoral Officer, the incumbent ensures high quality standards for the management of information and the development, management and control of technology systems to facilitate and improve the electoral process. This involves maintaining public confidence by ensuring the accuracy, security and reliability of data and the continued transparency and integrity of the electoral process, the continual renewal of information management, protection of privacy and technology systems in response to electoral process improvement initiatives, election readiness planning, the introduction of technologies in support of provincial elections, by-elections, liquor plebiscites, referenda and other electoral events, and the management of all electoral records to ensure the absolute protection of individual privacy.

You have worked as a senior information systems and technology manager and have successfully developed and managed information systems and technology initiatives within a complex and interdependent team work environment, aligning information strategy with corporate priorities. You have a relevant university degree with at least ten years of progressive managerial experience. Experience in professional electoral management is an asset.

## Director of Civic Education and Resources

Reporting to the Assistant Chief Electoral Officer, the incumbent is accountable to develop, manage and deliver a framework of programs to promote high public engagement in the electoral process drawing from best practices in the fields of electoral management, education, human resources and communication. This involves ensuring the development, continual renewal and administration of Election Nova Scotia's civic education, human resources and communications systems and programs in support of electoral process improvement initiatives and election readiness planning. It also includes implementation of democratic renewal and voter engagement priorities and ensuring that participants in the electoral administration process receive appropriate training, support and information regarding principles and best practices in professional electoral management to support their individual roles in provincial elections, by-elections, referenda, liquor plebiscites and other electoral events.

You hold a relevant university degree, preferably at the graduate level, in business, human resources, communications, adult education or an acceptable combination of education and experience with at least ten years of progressive experience. You have a strategic business perspective, with a significant expertise in performance enhancement, strategic communication and fostering engagement from a broad spectrum of audiences. Experience in professional electoral management is an asset.

**The closing date for this competition is April 16, 2008.**

*Please forward your resume and a letter of introduction, in confidence, to:*

Executive Recruitment, NS Public Service Commission, One Government Place, 1700 Granville Street, PO Box 943, Halifax, NS B3J 2V9

Fax: 902-424-0755 Email: PSC-Job-Apps@gov.ns.ca Web: [www.gov.ns.ca/careers](http://www.gov.ns.ca/careers)

*We welcome applications from Aboriginal People, African Nova Scotians and Other Racially Visible People, Persons with Disabilities and Women in occupations or positions where they are under-represented. If you are a member of one of the equity groups you are encouraged to self-identify, on your application form, your covering letter or your resume.*