

Executive Employment Opportunity

Newfoundland and Labrador House of Assembly

Chief Electoral Officer

The Chief Electoral Officer is an independent non-partisan Officer of the House of Assembly reporting to the House of Assembly through the Speaker.

In the role of Chief Electoral Officer, the incumbent is responsible for maintaining a state of provincial election readiness and enforcing fairness, impartiality, and compliance with the [Elections Act, 1991](#). The Chief Electoral Officer is responsible for the oversight and administration of provincial general elections, by-elections and election-related finances. The incumbent is responsible for public relations programs aimed at increasing awareness and promotion of participation in the electoral process and oversees investigations into suspected or alleged contraventions of the **Elections Act, 1991**.

The Chief Electoral Officer is responsible for defining the vision and strategic planning for the Office, including oversight of fiscal management, staffing, and resource allocation. This role operates under the administrative framework of the **House of Assembly Accountability, Integrity and Administration Act** in accordance with the policies and procedures of the House of Assembly Management Commission. The Chief Electoral Officer must be familiar with current and emerging technologies related to election management, as well as with the relevant laws, regulations, policies, and procedures governing electoral events.

The successful candidate will have experience in planning, organizing and mobilizing resources to effectively deliver the legislated mandate in accordance with legislated timeframes, demonstrated investigative and reporting abilities and a solid understanding of the provincial election process and finances.

The skills and knowledge necessary for this role are typically gained through progressively responsible leadership experience in senior management positions, including overseeing complex projects. The ideal candidate will have developed strong analytical, critical thinking, and organizational abilities through senior leadership experience, along with a university degree in a relevant field. A background in finance and project management would be considered an asset.

Legislation referenced can be accessed at www.assembly.nl.ca/legislation.

Search #: 2024-80

Closing Date: open until filled

Please submit your resume referencing the Search # in the subject line to the Independent Appointments Commission in one of the following ways:

Email: contact@iacnl.ca

Fax: 709-729-3178

Mail: The Metro Place, 261 Kenmount Road, P.O Box 8700, St. John's NL A1B 4J6

For more information about the Independent Appointments Commission please see www.iacnl.ca.