

# Wikwemikong Unceded Indian Reserve No. 26

19 A Complex Drive, P.O. Box 112  
Wikwemikong, Ontario P0P 2J0

## Call for Tender - Electoral Officer

The Wikwemikong Unceded Indian Reserve is seeking an Electoral Officer for the next election of Chief and Council on **Saturday, August 17, 2024.**

Wikwemikong Unceded Indian Reserve is issuing a tender call for interested and qualified individuals to ensure all aspects of the First Nation Election process are conducted and followed accordingly.

Preference will be given to applicants who are of Aboriginal Descent.

**MINIMUM EDUCATION** - Grade 12 diploma

### QUALIFICATIONS:

- Demonstrated communications skills,
- Demonstrated ability to work independently and in varying environments
- Demonstrated ability to organize teams and projects
- Advanced keyboarding skills
- Working knowledge of MS Word, Excel and database programs
- A valid Ontario driver's license and have own transportation
- Working knowledge of elections process as it pertains to the registration of eligible voters and voting
- Demonstrated knowledge of the Wikwemikong Unceded Indian Reserve government

### DUTIES:

- Electoral Officer is to enforce the election rules of the Indian Act
- Conduct an orderly voting process, along with the registration of eligible on and off-reserve band members
- Work independently as the senior elections officer to clarify voters' lists, identify voting anomalies, and coordinate and confirm times dates and locations for voting
- Ensure that as many eligible First Nation voters as reasonably possible are included in the voter registration process;
- Maintain a system to accurately track all communications with eligible voters and voter registrations;
- Ensure the capacity for handling all requirements of the election vote at the First Nation level and prepare and establish alternate voting arrangements as required;
- Arrange and manage the logistics for the elections vote (i.e. renting space, printing ballots, procuring ballot boxes, etc.);
- Develop and implement contingency plans for unforeseen circumstances regarding the voters and voting process (i.e. ferry breakdown, arranging for water taxis, etc.)
- Preparing complete and accurate reports on the results of the ratification process and the ratification vote.

**IMMEDIATE SUPERVISOR:** Wikwemikong Director of Operations

Applications shall be sealed and delivered to the front desk at the Wikwemikong Unceded Indian Reserve Administration Building. Executive Administrative Assistant to Chief and Council **No later than MARCH 08, 2024, @ 4:00 PM** Tender Packages must consist of the following: **Cover letter, resume and at least two current letters of reference, proposal, workplan and budget.** Your Tender package must be clearly marked with your name Tender Reference Name. Faxed or e-mailed tenders is acceptable. We thank all who apply, however, only those selected for an interview will be contacted. – **EMAIL** – Executive Administrative Assistant to Chief and Council at [marilynjacko@wiikwemkoong.ca](mailto:marilynjacko@wiikwemkoong.ca)

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