

Republic of South Sudan
National Elections Commission

Ref: RSS/CPO/NEC/J.M.2026

Date: 14th October 2026

VACANCY ANNOUNCEMENT

Position: State/Administrative Area Returning Officer.

Duty Station: State/Administrative Area Headquarters.

Number of Positions: Thirteen (13) for Ten States & Three Administrative Areas.

Duration of Service: Permanent Staff as the law require.

Report To: State/Administrative Area High Election Committee and Commission

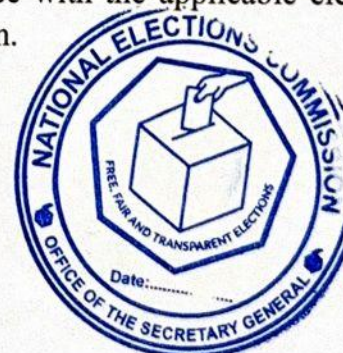
Employer: National Elections Commission of the Republic of South Sudan

Duration of Application: Five (5) Calendar Days, from 14th to 21st October 2026.

2. Invitation for Applications.

The National Elections Commission of the Republic of South Sudan invites qualified, competent, and committed South Sudanese citizens to apply for the position of State/Administrative Area Returning Officer to support the effective planning, coordination, and conduct of credible, free, fair, transparent, and inclusive elections at the state or administrative area level.

The successful candidates will be responsible for coordinating electoral activities within their respective States/Administrative Areas in accordance with the applicable electoral laws, regulations, and directives issued by the Commission.



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The National Elections Commission is committed to a transparent, merit-based, inclusive, and impartial recruitment process. All applicants will be assessed according to established qualifications, professional competence, integrity, and applicable recruitment procedures of the NEC. Successful candidates will be expected to perform their duties independently and impartially, without discrimination, political interference, or favouritism.

2. Key Responsibilities.

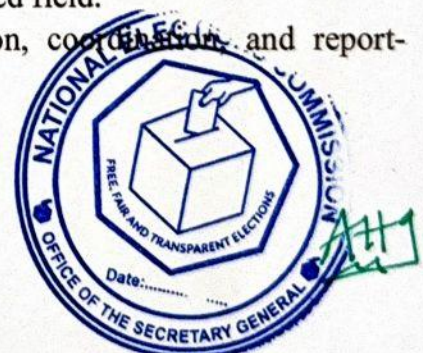
The State/Administrative Area Returning Officer shall:

- 1) Coordinate and supervise electoral operations within their state or administrative area.
- 2) Implement electoral plans, procedures, and directives issued by the National Elections Commission.
- 3) Coordinate the recruitment, training, deployment, and supervision of temporary election officials, as authorized by the commission.
- 4) Coordinate voter registration, voter education, polling arrangements, and other electoral activities within the assigned jurisdiction.
- 5) Ensure the proper management, distribution, security, and accountability of electoral materials and equipment.
- 6) Coordinate the receipt, verification, tabulation, transmission, and reporting of election results in accordance with the law and NEC procedures.
- 7) Maintain accurate electoral records and submit timely operational and progress reports to the High Election Committee and Commission.
- 8) Ensure equal participation and accessibility for women, youth, persons with disabilities, and other eligible voters on behalf of NEC.
- 9) Coordinate with relevant local government institutions, security agencies, political parties, candidates, observers, and civil society organizations at their location while maintaining electoral impartiality.
- 10) Report electoral incidents, complaints, irregularities, and security concerns through the established legal and administrative channels.
- 11) Uphold the principles of neutrality, transparency, accountability, confidentiality, and professional integrity throughout the electoral process.

3. Qualifications and Requirements.

Applicants should meet the following requirements:

- a. Be a South Sudanese citizen.
- b. Possess Diploma or degree in a recognized in Public Administration & Management, Law, Social Sciences, or other related relevant qualifications subject to NEC recruitment requirements.
- c. Have relevant professional experiences in elections administration, public administration, management, law, governance, or a related field.
- d. Demonstrate leadership, organizational, communication, coordination, and report-writing skills.



- e. Have a sound understanding of electoral principles, procedures, and its laws.
- f. Demonstrate integrity, impartiality, independence, and commitment to democratic principles.
- g. Be able to work under pressure, meet strict deadlines, and permanently reside in the assigned location.
- h. Must comply with the National Elections Act 2012 (Amendment) Act, 2026 and Code of Conduct and applicable conflict-of-interest requirements.

4. Required Documents.

Interested applicants should physically submit:

- a) An application letter indicating the position and preferred duty station.
- b) An updated and only two pages curriculum vitae.
- c) Copies of academic and other professional certificates.
- d) Copies of relevant identification documents.
- e) Evidence of relevant work experience and professional references.
- f) The previous election experience is of advantage.

5. Application Procedure

Applications should be submitted to:

- a. Chairperson of State/Administrative Area High Election Committee in their State/Administrative Area headquarters.
- b. Only shortlisted candidates will be contacted for further assessment and interviews.
- c. Female candidates are encouraged to apply.

Issued by:

**National Elections Commission of the Republic of South Sudan – NEC
RSS, Juba**

