



## Senior Election Official

Applications are being accepted for the position of Senior Election Official (SEO) for the Municipality of Pembina.

The SEO is responsible for the overall municipal election process and must be able to interpret and understand all aspects of legislation pertaining to the municipal election process and provide consistent advice to other election officials and to the public.

This position starts once appointed by council resolution with varied hours of work in the year of a regular election, falling in the months of September and October.

Duties will include:

- appointing other election officials as required;
- establishing and maintaining the voter's list;
- giving public notice of nominations;
- receiving and verifying the nominations;
- establishing and equipping the voting places;
- giving public notice of elections;
- printing the ballots;
- overseeing all aspects of the election on election day and all other duties as established in the Municipal Councils Election regulation and The Northern Affairs Act.

In the years when a regular election is not required, the SEO will be responsible to update and maintain the voter's list and to conduct by-elections, if required.

The successful applicant must have some election experience, strong management, communication and interpersonal skills. Computer experience would be a definite asset.

Remuneration per By-Law 08-2024 – Schedule “A” Section 2(a). at [www.pembina.ca/p/bylaws/08-2024 Remuneration - Other](http://www.pembina.ca/p/bylaws/08-2024%20Remuneration%20-%20Other)

For more information about this position please email [admin@pembina.ca](mailto:admin@pembina.ca)

The Letter of Interest from applicants should include education and experience and will be reviewed on September 30<sup>th</sup>, 2025 and can be delivered, mailed or faxed to:

Municipality of Pembina  
Box 189, 360 PTH 3  
Manitou MB R0G 1G0  
Phone: 204.242.2838  
Fax: 204.242.2798  
Email: [admin@pembina.ca](mailto:admin@pembina.ca)

*We thank all applicants for their interest, however, only those being considered for an interview will be contacted.*