

Elections Canada is seeking a

Returning Officer

for the electoral district of:

- Halton

*An opportunity to
serve democracy*



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Returning officers are responsible for administering the electoral process in a federal electoral district. The work is varied, challenging and rewarding. You need to have management experience and strong skills in the areas of project management, finance, human resources, contracting and public relations. You must also possess computer skills.

To qualify for the position of returning officer, you must:

- be a Canadian citizen
- be at least 18 years of age
- reside in the electoral district for which you are applying

Returning officers are appointed for a 10-year period and are responsible for ensuring the integrity of the electoral process. They must remain non-partisan throughout their period in office.

Returning officers generally work in the community where they live. In some exceptional cases, however, returning officers may be asked, during an election, to establish an office and work in another community where a greater proportion of the electorate would have access to the office. Relocation costs would be covered by Elections Canada.

Remuneration is governed by regulation. Current fees for an election period average \$18,000. The hourly rate is \$37.88 per hour for tasks assigned between elections. These rates are subject to revision for each election. Between elections, returning officers must be available to complete preparatory assignments on a part-time basis (approximately 200 hours per year), paid at the set hourly rate.

Visit Elections Canada's Web site at www.elections.ca. Click on Returning Officers – Employment to identify your electoral district and to download the application form, the job description and other relevant documents. For more information or for a copy of these documents, you may also call 1-800-463-6868.

Applications must be received by midnight on January 5, 2007.

Elections Canada is an independent body set up by Parliament to conduct federal elections, by-elections and referendums.

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