

APPOINTMENT PROCESS, FUNCTIONS AND REPORTING LINES WITH REGARD TO THE GENERAL SECRETARIAT AND OPERATIONS OFFICE

1. Introduction

The purpose of this note is to define functions, responsibilities and specify reporting lines for key positions in the SSRC General Secretariat, namely the Secretary-General (SG), Deputy SG, Chief Referendum Operations Officer (CROO) and Deputy CROO. The note also provides for the location of these functions. The proposed provisions are consistent with the SSR Act and general best administrative practices.

2. Secretary General

Responsibility: the SG is responsible for carrying out executive, administrative and financial work of the SSRC (*Article 19 of the SSR Act*). S/he is also the Secretary of the Commission. As such, the SG coordinates and facilitates the work of the Secretariat, and ensures that its responsibilities are carried out with the necessary timeliness and efficiency. These responsibilities are the provision of administrative and financial services, the management of human resources and other assets, and the supervision of procurement processes. S/he oversees the general allocation of the Commission's budget and will delegate her/his authority to a Juba-based Deputy-SG to ensure that Secretariat functions are adequately discharged in Southern Sudan.

Appointment: The SG is appointed by the President of the Republic on recommendation of the Commission

Reporting: The SG reports to the Commission and shall inform Commission members of progress made in the discharge of his functions on a weekly basis.

Location: The post of the SG is based in Khartoum.

3. Deputy Secretary General

Responsibility: the Deputy SG discharges the function of the SG in Southern Sudan. The D-SG is responsible for carrying out executive, administrative and financial work of the SSRC in Southern Sudan. S/he is also the Deputy-Secretary of the Commission. As such, the D-SG coordinates and facilitates the provision of all secretariat services to the Southern Sudan Referendum Bureau, State High Committees, Sub-Committees and Referendum Centres in Southern Sudan. S/he manages the budget allocated by the Commission to the bureau on its account opened with the Bank of Southern Sudan and any other account accredited to receive funds for Referendum operations in Southern Sudan.

Appointment: the Deputy SG is nominated by the SSRC Deputy Chairperson and appointed by the Commission

Reporting: s/he reports to the SG and works in close coordination with the SSRC Vice-Chairperson.

Location: the post of Deputy SG is based in Juba

4. Chief Referendum Operations Officer

Responsibility: the CROO is responsible for:

- The planning and supervision of all SSRC operations
- The coordination of logistics, IT support, and training activities between the SSRC and State High Committees (SHC).
- The supervision of voter registration, polling, sorting, counting, aggregation and local declaration of results (*Article 18 of the SSR Act*)

Appointment: the CROO is nominated by the SSRC Vice Chairperson and appointed by the Commission

Reporting: the CROO reports to the Commission via the SSRC Vice Chairperson

Location: the post of the CROO is based in Juba

5. Deputy Chief Referendum Operations Officer

Responsibility: the Deputy CROO discharges the function of the CROO in the North of the country and for out of the country operations.

Appointment: s/he is nominated and appointed by the SSRC

Reporting: s/he reports to the CROO

Location: the post is based in Khartoum

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