



## **CHIEF ELECTORAL OFFICER**

The Manitoba Legislative Assembly is accepting resumes for the position of Chief Electoral Officer. This appointment is for a ten-year term and, upon review, may be renewed for a further ten years.

Elections Manitoba (EM) is an independent office of the Legislative Assembly responsible for securing the democratic rights of Manitobans through the conduct of free and fair elections and through the administration and enforcement of campaign finance legislation for political participants.

The Chief Electoral Officer (CEO) leads the office as a non-partisan leader in fact and in appearance. The CEO must not vote in an election, and must not engage in partisan political activities. The CEO will uphold the credibility of the democratic process and maintain public confidence through the administration of The Elections Act (EA), The Elections Financing Act (EFA) and The Referendum Act. The CEO serves voters, political participants and other stakeholders in upholding democratic principles and practices and is accountable for the operations of the office as set out in legislation.

### **Essential Qualifications:**

- A post-secondary degree in a relevant discipline (e.g. public administration, finance, accounting or law). An equivalent combination of education and experience may be considered.
- Executive leadership experience with exceptional interpersonal skills and the ability to build positive, collaborate relationships.
- Experience managing a professional office including hiring staff, managing budgets, overseeing operations, setting strategic direction and leading organizational change.
- Extensive experience interpreting and applying legislation, regulations and policies.
- Problem-solving aptitude and ability to conceptualize new strategies and approaches to addressing complex issues and organizational needs.
- Highly developed oral and written communication skills, including the ability to present on sensitive and frequently complex matters with parties of differing backgrounds and interests.
- Demonstrated experience working with and meeting the needs of diverse communities.
- Demonstrated experience exercising discretion and sound judgment, managing sensitive and confidential information and performing duties in absence of political bias.

### **Desired Qualifications:**

- Previous experience in the administration of elections would be an asset.
- A sound understanding of the non-partisan role of an officer of the Legislative Assembly.

The successful applicant must possess a valid driver's licence, be willing to travel extensively throughout Manitoba and will be subject to a criminal record check.

### **Apply to:**

Human Resource Services  
302-386 Broadway  
Winnipeg, MB R3C 3R6  
Phone: 204-945-7279  
Fax: 204-948-3115

Email: [hr@legassembly.mb.ca](mailto:hr@legassembly.mb.ca)

Competition Number: 010426

Salary: Deputy Minister 3 (DR3) \$174,927 - \$216,385 per year

Closing Date: April 28, 2026

**Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process.**

**Employment Equity is a factor in selection. Please indicate in your cover letter or resumé if you are from any of the following groups: women, Indigenous Peoples, visible minorities and persons with disabilities.**

**We thank all who apply and advise that only those selected for further consideration will be contacted.**

**Your cover letter and resumé and/or application must clearly indicate how you meet the qualifications for this position.**