



## **Employment Opportunity Returning Officer**

The Town of Port Hawkesbury is currently accepting applications for the position of Returning Officer for the upcoming 2024 Municipal Election.

A Municipal Returning Officer (RO) is responsible for the delivery and control of municipal electoral events and school board electoral events within the Municipality, in accordance with the Nova Scotia Municipal Elections Act and Nova Scotia Education Act. This role requires a range of duties, including but not limited to, serving as the primary contact for election related inquiries, receiving nominations, organizing the polls, hiring, and training Election Workers, ensuring accurate counts in compliance with all regulations and requirements, and works within the established budget.

Interested candidates should forward their resume by 4:00 PM, Thursday, March 28<sup>th</sup>, 2024, to:

Town of Port Hawkesbury  
Attn: Terry Doyle, Chief Administrative Officer  
606 Reeves Street, Port Hawkesbury, NS B9A 2R7  
Email: [tdoyle@townofph.ca](mailto:tdoyle@townofph.ca)

***We sincerely appreciate all applications and note that only candidates selected for an interview will be contacted directly.***