



Solomon Islands Electoral Office  
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## PRESIDING OFFICER JOB DESCRIPTION

**Position Title:** Presiding Officer

### Reports To

The Presiding Officer will report to Assistant Returning Officer

### Job Overview

The role of the presiding Officer is to manage and conduct polling station tasks relating to National General Election or By Election of Constituencies.

### The Role:

- Comply with any instructions from the Returning Officer
- To take charge of a polling station.
- To ensure that all electors are treated impartially and with respect.
- To maintain the secrecy of the ballot
- To supervise the Polling assistant(s) at the polling station.

### Key Duties

The Presiding Officer will be required to:

- a) Receive electoral materials from the Returning Officer and check them;
- b) Set up the polling station according to law;
- c) Open and close the polling station at the prescribed times;
- d) Supervise the Polling Assistants;
- e) Control the flow of voters through the polling station;
- f) Ensure that only those voters who are eligible to vote, and are on the register of voters, are permitted to vote;
- g) Ensure the secrecy of all votes;
- h) Maintain security and safety at the polling station;

- i) Ensure that campaigners outside the polling station comply with the law;
- j) Liaise with police providing security at the polling station;
- k) On closure of the polling station, complete necessary documentation, seal the ballot box and place materials in their respective envelopes;
- l) Return all materials to the Returning Officer; and
- m) Ensure that the polling station venue is returned to its original condition before vacating the building.

### **Qualifications**

- Complete formal education at least forms 5-7 school leave Certificate or Tertiary qualification
- Have Basic understanding of the electoral process

### **SELECTION CRITERIA**

- Worked on past National General election/Provincial Assembly Election or by-elections or past voter registration
- Have experience in community work/working with community organisations or experience with office or Clerical work
- Have good knowledge of the people/geography where they usually reside or interest in the work
- Other formal Certifications- work experience
- Good communication skills

### **Other Requirements**

- Medically fit and able to work more than 8 hours during polling day
- No affiliation to any political party/Candidates
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