



SOLOMON ISLANDS ELECTORAL OFFICE

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RS FORM 2 – JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY:	Solomon Islands Electoral Office
DIVISION/SECTION:	Operation Management
DUTY STATION:	Honiara
POSITION NUMBER:	268-00002
MINISTRY VACANCY REF:	SIEC/04/2022
POSITION TITLE:	Principal Electoral Operations Officer (PEOO)
POSITION LEVEL:	9/11
SALARY RANGE:	\$60,084.18 - \$78,614.63

THIS POSITION REPORTS TO: Operations Manager

THIS POSITION SUPERVISES: Senior Operations Officer Training, Election Operations Officer, Provincial Coordinators, Temporary Election Officials, Election Logistics, warehouse Officer and SIEC Operations Team.

SECTION B - SCOPE OF DUTIES

The Solomon Islands Electoral Commission (SIEC) with responsibilities for registration of voters and the conduct of elections for national members of parliament, provincial assemblies and Honiara City Council is established under *The Constitution of Solomon Islands (Constitution)* is responsible for providing the secretariat support function to SIEC; and ensuring compliance with the Constitution, Electoral Act and other electoral laws.

Reporting to the Operations Manager, the Principle Electoral Operation Officer plays an important role in the implementation of the Electoral Commission Mandatory functions by; ensuring the accurate and timely development and execution of the operational plans to deliver Parliamentary, Provincial Assemblies and

Honiara City Council general elections and by-elections as required by law, responsibilities also include the registration of voters for those elections.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- a) Work with Operations Manager and SIEC Divisions Managers to ensure that the detailed operational plan for general elections at Parliamentary, Provincial Assembly and Honiara City Council elections and by-elections as required by law are developed in a timely manner and executed;
- b) Ensure the detailed biometric voter registration operational plan for voter registration exercises as required by law are developed in a timely manner and executed;
- c) Working with Operations Manager and the finance Manager partner develop and implement an appropriate procurement plan to support election operations;
- d) Assist Operations Manager and motivate the staff of the Operations Unit to ensure that key deliverables and deadlines are met;
- e) Develop relationships and ensure effective coordination with other stakeholders in the field in order to ensure that all human and physical resources are available when and as required at national and provincial level;
- f) Organize and monitor the provision of all logistical activities to ensure that resources are deployed throughout Solomon Islands to meet operational needs;
- g) Undertake any other duties as reasonably required or directed by the CEO or Supervisor.

SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to the progression of the following key deliverables:

- a) All SIEC elections and voter Registration operational plans are developed and approved within the required deadlines;
- b) Operational plans are completed and a successful voter registration program or election is delivered as planned;
- c) Procurement plan developed and implemented by required deadlines;
- d) Operations personnel appropriately managed and motivated to undertake their respective duties;
- e) All required resources are available at national and provincial level to deliver reliable, high standard and quality operational activities and outcomes;
- f) Development of Operational reporting, policy and procedures;
- g) 100% attendance (unless on authorised leave) and compliance with the Public Service Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

E1 - Mandatory Qualifications/Experience:

- a) Tertiary Qualification in Business Administration, Law, Politics, Logistics & Operations, Business or Management;
- b) 3+ years' experience managing Operational Functions for the delivery of Election processes or Election related matters (relevant experience within a similar environment may be considered);
- c) Good understanding of the fundamentals of a free, fair and credible democratic election.

E2 - Desirable Qualifications:

- d) Experience in managing Electoral related operational and logistical functions that support successful implementation of a governance and/or strategic reform within the Public Sector &/or Civil Society Sector.

E3 - Capabilities Required:

- e) Have the Ability to interpret, explain legislation &/or policy and translate this into practical business outcomes, advice and solutions;
- f) Develop and effectively manage electoral officials and assets to deliver multiplex, time critical events &/or projects across geographically spread locations;
- g) Ability to solve difficult problems, Time Management, Planning and Co-ordination skills;
- h) Excellent interpersonal, verbal and written communication skills;
- i) Ability to develop and implement policy and processes;
- j) Have the ability to make timely and good decisions;
- k) Ability to maintain confidentiality and neutrality in a political sensitive environment;
- l) Knowledge of the geography and the logistical constraints involved in servicing the voter population throughout Solomon Islands.

SECTION F - KEY SELECTION CRITERIA

Suitability for this position will be assessed against the following key selection criteria:

- KSC-1** *Good knowledge of, or a demonstrated ability to quickly learn and apply relevant SIG legislation, regulations, instructions and policies;*
- KSC-2** *Demonstrated ability to motivate, lead, influence, manage and support others providing very large and complex activities within geographically spread locations with tight and immovable deadlines,*
- KSC-3** *Demonstrated experience in successfully delivering large scale projects &/or events that require exceptional planning skills and a well organised approach to managing deadlines with multiple nationwide logistically challenging priorities; including the ability to manage assets, utilise electronic computer programs, extract information, develop, implement, monitor and report on achievements & progress;*
- KSC-4** *Demonstrated high level, conceptual and organisational skills to successfully develop strategies for the identification and mitigation of risks within a highly politicised, and regulated environment; whilst being adaptive, flexible and responsive to resolving problems and/or conflict in a proactive and timely manner;*
- KSC 5** *Excellent written, interpersonal and verbal communication skills to engage effectively and collaboratively with a range of stakeholders, with demonstrated ability to present high quality information and advice; proactively advocating Gender and Social Inclusion (GESI) outcomes whilst maintaining confidentiality and neutrality;*
- KSC-6** *Demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.*

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 2,310.93 - \$3,023.64
Annual Salary: \$ 60,084.18 - \$78,614.63
Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 10% housing allowance is paid per fortnight if housing is NOT provided.

SECTION H - APPROVAL *(Business use only)*

This Job Description is approved on the basis that I believe it accurately reflects the requirements of the position and will assist the Ministry/Office to achieve its corporate objectives:


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Chief Electoral Officer/Responsible Officer

29/8/22
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Date Approved

Additional Comments: