



SOLOMON ISLANDS ELECTORAL OFFICE
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RS FORM 2 – JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	Principal Legal Officer (PLO)
MINISTRY:	Solomon Islands Electoral Office
DIVISION/SECTION:	Executive
DUTY STATION:	Honiara
POSITION NUMBER:	268-00026
MINISTRY VACANCY REF:	SIEC/04/2022
POSITION LEVEL:	10/11
SALARY RANGE:	\$ 67,578.21 – 81,348.88

THIS POSITION REPORTS TO:

The position reports to the Chief Electoral Officer.

THIS POSITION SUPERVISES:

This position is part of the Executive Branch of the Solomon Islands Electoral Office.

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)*. The Solomon Islands Electoral is headed by the Chief Electoral Officer (CEO) and responsible for providing the secretarial support function to SIEC; and ensuring compliance with the Constitution, Electoral Act and other relevant laws.

The Principal Legal Officer plays an important role in supporting the implementation of organisational functions and strategies by providing legal advice within the Solomon Electoral Office on the interpretation, compliance and application of laws administered by the Solomon Islands Electoral Commission.

- a) Ensuring timely and proactive legal research, preparation & provision of opinions;
- b) Participation in consultation committees,

- c) Development, coordination and facilitation of legal responsibilities and requirements for operational programs for electoral staff throughout the election cycle.

SECTION C - KEY DUTIES

This position is required to undertake the following duties under the direct directions of the Chief Electoral Officer:

- a) Consult regularly with the Attorney-General Chambers on legal matters regarding legislation administered by the Commission;
- b) Provide reports and timely legal information, advice and opinions to the Commission, the general public, media, Members of Parliament, Government authorities, and other key stakeholders in the electoral process;
- c) Research, preparation and provision of legal opinion relating to the *Electoral Act 2018* and any other legislative responsibilities of the SIEO and SIEC;
- d) Ensuring SIEC reform policies and directives are legally sound;
- e) Representing the SIEO and SIEC as required to external stakeholders, including regional and international electoral management bodies, Government Agencies, and the media;
- f) Support the Identification, development and implementation of a non-discriminatory, fair, transparent workplace that incorporates Gender & Social Inclusion (GESI) principles;
- g) Undertake any other duties as reasonably required or directed by the CEO.

SECTION D - KEY DELIVERABLES

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

- a) Electoral Policy & Reforms implemented; including Amendments to the Electoral Act 2018 and other electoral laws;
- b) Development and implementation of a Strategic timeline & approach for consultation and implementation of recommended/proposed changes and amendments;
- c) Improved awareness of SIEO and SIEC and other key stakeholders including the political parties commission and members of parliament for the electoral reform options and initiatives;
- d) Stakeholder Consultation, Voter education, public outreach and stakeholder engagement initiatives.
- e) Legal Responsibility training available for all electoral staff;
- f) Strengthened SIEO capacity to undertake electoral events in the Solomon Islands to a high standard.
- g) Improved SIEO and SIEC planning and election operations including reporting of compliance of legal framework.
- h) 100% personal attendance (unless on authorised leave) and compliance with the Public Service Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

E1 - Mandatory Qualifications/Experience:

- a) Bachelor Degree in Law;
- b) Post Graduate Diploma in Legal Practice;
- c) 2-5 years' experience as a legal officer
- d) good understanding of the fundamentals of a free, fair and credible democratic election

E2 - Desirable Qualifications/Experience:

- a) Legal sector experience within the Solomon Islands or similar Pacific country;
- b) 5+ years' experience in organisational reform within the Public Sector &/or Civil Society Sector;
- c) Experience in democratic electoral processes;
- d) Good understanding of the wider Solomon Islands government systems and the challenges faced;

E3 - Capabilities Required:

- a) Eligibility for admission as Barrister and Solicitor of the High Court of Solomon Islands;
- b) Ability to interpret, explain and apply legislation and policy;
- c) Ability to deal with ambiguity, analyse complex problems and provide clear and logical legal advice and organisational centric solutions;
- d) Ability to engage a broad range of stakeholders, communicate, negotiate and influence at all levels;
- e) Ability to develop, lead and effectively manage teams through legal assistance sought

SECTION F - KEY SELECTION CRITERIA

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

- KSC-1** *Demonstrated research and analytical skills, with a good understanding of Law and the ability to offer policy options and support for reform solutions through proactive & sound legal advice;*
- KSC-2** *Demonstrated high level of written and verbal communication skills, including the ability to prepare complex written reports, and engage confidently with staff and clients at all levels whilst ensuring high levels of personal integrity, confidentiality, discretion, tact and diplomacy;*
- KSC-3** *Relevant experience in advising, negotiating, influencing and working collaboratively with a range of key stakeholders on strategic reform policy, and demonstrated ability to represent the SIEC in a professional manner;*
- KSC-4** *Demonstrated ability to motivate, lead, influence, manage and support others providing services in a highly politicised and regulated environment whilst proactively advocating Gender and Social Inclusion (GESI) outcomes;*
- KSC-5** *Demonstrated capability for developing strategies for identification and mitigating risks, being adaptive, flexible and responsive to resolving problems and/or conflict in a proactive and timely manner;*
- KSC-6** *Demonstrated strong commitment to upholding Public Service Values and Code of Conduct, and an excellent personal work attendance record.*

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$ 2,599.16 – \$ 3,128.80

Annual Salary: \$ 67,578.21 - 81,348.88

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 objectives:

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Chief Electoral Officer

22/8/22
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Date Approved

Additional Comments: