



SOLOMON ISLANDS ELECTORAL COMMISSION
 Solomon Islands Electoral Office
 P.O.Box1500
 Honiara
 SOLOMON ISLANDS



Vote blo iu, Voice blo iu

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T.O.R – DATA PROCESSING OFFICERS

Ministry/Department	Solomon Island Electoral Office		
Location	Vavaya Ridge, Honiara		
Job Title	Data Processing Officer		
Reports to	Fredrick M Bosoboe	Title	Operations Manager -SIECO

Level/Grade: Public Service Level 5	Type of position: <input type="checkbox"/> Full-time <input checked="" type="checkbox"/> Part-time <input type="checkbox"/> Contractor <input type="checkbox"/> Intern	Remuneration/Salary Package: - Hourly/ Week/FN + OT <input type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt <input checked="" type="checkbox"/> Overtime
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RATIONALE

The Data Processing Officers (DPOs) will assist the Office of the Solomon Islands Electoral Commission to process data for the compilation of the Voter Register and forms part of the IT Unit within the SIEC Team. DPOs processing data (*input and deletions*) of all voter registration forms will be with/through the Generic Voter Registration System (GVRS) or so-called the Solomon Islands Voter Registration System (SIVR).

MANAGEMENT ARRANGEMENTS

The Data Processing Officers will report directly to the Principal Administrative Officer/IT together with the Chief Administrative Officer and under general guidance of the Chief Electoral Officer

GENERAL JOB DESCRIPTION

Under the direct supervision of the Operations Manager, together with the IT and Assistant Registration Officer of the SIEO and the Cooperate Service unit. Data Processing Officers will provide quality and timely support for all assigned underwriting activities, including compilation/processing, sorting, interpretation, verification and archiving of all voter registration data. Anon, the overall compilation of the voter register duties and its related tasks

This support will include but not limited to;

Data Entry Duties:

- Input and check details diligently from all voter registration forms into the SIVR database
- Carefully verify all data entries and reports made at the time of input against sourced documents
- Review and cross checking of all data entered for each individual form data entered
- Keep record and report all data entries at the end of each working day and report the number of entries made to the Supervisor
- Assist with other administrative aspects of the IT and data entry placements if required
- Perform other duties as directed by the Chief Electoral Officer and the Chief Administrative Officer

Archiving Duties:

- Filing and archiving of despatch/log sheets
- Filing and archiving of all voter registration forms
- Assist the input and verification of data and archive log sheets

MINIMUM REQUIREMENTS/QUALIFICATIONS

Knowledge of:

- Computer experience including data entry, advantageous
- General Computer literacy - MS Access, Word, Excel, Windows-based applications

Ability to:

- Understand and follow detailed oral and written instructions
- Key numerical and alphabetical written data accurately at a rate of 10,000 net key strokes per hour
- Maintain organized and accurate records, files, and/or other materials
- Communicate in English effectively both orally and in writing
- Interpret, proofread exceptionally, consistently give attention to details and accuracy
- Research and analyze data and handle large volumes of paperwork
- Handle several tasks within time limits
- Communicate well and work as part of a team.
- Honest and trust-worthy

Education:

- Equivalent to completion of High School. Tertiary or IT related certificates is advantageous

Experience:

- Verifiable recent full-time paid experience to processing/keying data or equivalent in a general office or inventory capacity advantageous

APPOINTMENTS

2 Months Contract, Possibility of Extension. Based in Honiara, O/SIEC - HQ

RENUMERATION:

Public Service Level 5 Salary Scale – Overtime Inclusive.

REVIEWED BY	SHRO	Signature	<i>Title</i>	Senior Administration Officer
APPROVED BY	OPM	Signature	<i>Title</i>	Operation Manger