



Solomon Islands Electoral Office  
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## **POLLING ASSISTANT JOB DESCRIPTION**

**Position Title:** Polling Assistant

### **Reports To**

The Polling Assistant will be working under the supervision of Presiding Officer

### **Job Overview**

The role of the polling is to assist the Presiding officer in issuing and guiding of ballot papers, ensuring electors place their ballot papers into the ballot Box before exit the polling station.

### **The Role:**

- Ensure that each Voter who comes to vote is found and check off
- Issue ballot papers to voters/Electors who are on the voters list
- Ensure the security of ballot boxes throughout polling
- Account for ballot papers received and complete compliance documentation.

### **Key Duties**

#### **1. The Polling Assistant issuing ballot papers will be required to:**

- a) Check each voter off the voter register, and check for indelible ink;
- b) Mark the voter with indelible ink and issue a ballot paper;
- c) Ensure that each voter's vote is secret;
- d) Assist the Presiding Officer to maintain order inside the polling station; and
- e) Perform other functions as directed by the presiding Officer;

#### **2. The Polling Assistant guarding the ballot box will be required to:**

- f) Attend the ballot box at all times, it must never be unguarded;
- g) Ensure that every voter puts their ballot paper in the box before leaving the polling station; and

- h) Assist the Presiding Officer to maintain order inside the polling station;
3. Other tasks as directed by the Presiding Officer.

**Qualifications**

- Complete formal Secondary education or tertiary Education
- Have some basic understanding of the election 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 or 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
- mentally and medically fit to work on the polling day- if there is an outbreak of covid19