



Solomon Islands Electoral Office
Vavaya Ridge, P.O. Box 1500, Honiara,
Solomon Islands

P | (+677) 21198
F | (+677) 21463

E | info@siec.gov.sb
www.siec.gov.sb



SOLOMON ISLANDS ELECTORAL OFFICE

RECRUITMENT NOTICE

TEMPORARY ELECTORAL POSITIONS FOR THE PARIPAO WARD PROVINCIAL ASSEMBLY BY-ELECTION 2025

The Solomon Islands Electoral Office (SIEO) is seeking to recruit temporary Election Officials and polling & counting officials to support the Electoral Commission in delivering the Provincial Assembly By-Election for Paripao Ward, North East Constituency, Guadalcanal Province. The temporary Election Officials and polling & counting officials must not be actively involved in supporting a candidate contesting the by-election and must remain apolitical and impartial in performing their roles and responsibilities.

The following Election Officials temporary positions are now open for interested applicants:

V - Ref No.	Position Title	Posts No – Province (Guadalcanal)	No. of Positions	Required Qualifications/ Experiences
SIEO/09/25	Returning Officer Ward	268- T09	1	<ul style="list-style-type: none">• Diploma with 5 years' experience or Degree with 3 years' experience in administration, finance, and management.• Broad knowledge, understanding, and experience of the Electoral System in the Solomon Islands.• Have experience in electoral processes and compliance, recruitment and supervising others, managing funds, and timely acquittals

V - Ref No.	Position Title	Posts No – Province (Guadalcanal)	No. of Positions	Required Qualifications/ Experiences
SIEO/10/25	Assistant Returning Officer	268- T10	1	<ul style="list-style-type: none"> • Tertiary qualification in a relevant field of management, administration, social & community affairs. • Community leader and seniority standing in the society. • Broad knowledge, understanding, and experience of the electoral system in the Solomon Islands. • Have experience in electoral work, recruiting and supervising others, managing funds
SIEO/11/25	Presiding Officers	268- T11	7	<ul style="list-style-type: none"> • Have a tertiary qualification in any relevant field or a secondary school leavers certificate, Form 7, with management and leadership work experiences • Demonstrated experience from working in past elections and registration. • Recognised as a community leader, who has supported the priorities of the community • Experience in negotiating and resolving community issues, and understanding the context of minority groups and disadvantaged • Have good knowledge of the application community both socially and geographically • Good communication skills, written and oral, and excellent mathematical
SIEO/12/25	Polling Assistants Voter Verifier & Ballot Box Guide	268- T12	7	<ul style="list-style-type: none"> • As a minimum, a secondary school leavers certificate (Form 3-Form 7) with a basic understanding of the electoral process in the Solomon Islands. • Demonstrated experience from working in past elections and registration. • Recognised as a community leader or officer who has supported the priorities of the community

V - Ref No.	Position Title	Posts No – Province (Guadalcanal)	No. of Positions	Required Qualifications/ Experiences
				<ul style="list-style-type: none"> • Experience in negotiating and resolving community issues and understanding the context of minority groups and disadvantaged • Demonstrate how your work reflects integrity, transparency, neutrality, and fairness. • Demonstrate how you have worked in a team, all applying the same process, to achieve goals on time • Currently reside and have a good understanding of cultural matters and how to move and travel between communities • Good communication skills written and oral and basic mathematical skills.
SIEO/13/25	Polling Assistants Ballot Paper Issuer	268- T13	7	<ul style="list-style-type: none"> • As a minimum, secondary school leavers certificate- Form 5 and above, with a basic understanding of the electoral process in the Solomon Islands • Demonstrated, experience from working in past elections and registration. • Recognised as a community leader or officer who has supported the priorities of the community • Experience in negotiating and resolving community issues and understanding the context of minority groups and disadvantaged • Demonstrate how your work reflects integrity, transparency, neutrality, and fairness. • Demonstrate how you have applied standardised ('same same') systems and processes to fairly complete tasks • Currently reside and have a good understanding of cultural matters and how to move and travel between communities • Good communication skills written and oral, and basic mathematical skills.

V - Ref No.	Position Title	Posts No – Province (Guadalcanal)	No. of Positions	Required Qualifications/ Experiences
SIEO/14/25	Queue Controllers	268-T14	7	<ul style="list-style-type: none"> As a minimum, have a Form 3 Leavers Certificate; or year 6 certificate with a responsible role in the community experience from working in past elections and registration, Demonstrate how your work reflects integrity, transparency, neutrality, fairness, and support for those special needs. Demonstrate how you have applied standardised ('same same') processes to keep crowds or groups of people peaceful Currently reside and have a good understanding of cultural matters and how to move and travel between communities Be able to identify disturbances and disruptions early to manage crowd behaviour, and call for help to calm the situation Be able to read and write, and do basic maths
SIEO/15/25	Counting Officers	268- T15	5	<ul style="list-style-type: none"> Have a tertiary qualification in any relevant field or Secondary School Certificate Form 6 or F7 Have a basic understanding of the electoral process. Demonstrated experience from working in past elections and registration. Work experience or community responsibilities that include accounting, financial management, record keeping, and reconciliation Demonstrate how your work reflects integrity, transparency, neutrality, and fairness Demonstrate how you have applied standardised processes to maintain consistent assessment, accuracy and record-keeping

V - Ref No.	Position Title	Posts No – Province (Guadalcanal)	No. of Positions	Required Qualifications/ Experiences
				<ul style="list-style-type: none"> • Currently reside and have a good understanding of cultural matters and how to move and travel between communities • Good communication skills, good written and oral, and mathematical skills.

Important notes for interested candidates		
<p>Applicants must:</p> <ol style="list-style-type: none"> I. Be Solomon Island Citizens II. Confirm independence, and impartiality, and not contest the By-Election III. Be fit and healthy to deliver the duties IV. Free of any police charges V. People who currently live nearby and within the Paripao Ward are encouraged to apply. <p>Information Packs (SIEO Application Form and the Job Description) for each position can be obtained from the Solomon Islands Electoral Office Headquarters at Honiara, Vavaya Ridge.</p> <p>Documents required</p> <ol style="list-style-type: none"> 1. SIEO Application Form (2025 updated version) 2. Cover letter responding to position key selection criteria (Only applicable for the positions of Returning Officer and Assistant Returning Officers). 3. Curriculum vitae 4. Certified copy of highest education qualification 5. And at least 2 reference letters. 6. All parts of the application form must be completed. Depending on your response, you may be asked to provide a full medical or police report. <p>Late applications will not be accepted</p>	<p>Do NOT send original documents or certificates Please note: All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants</p> <p><u>Medical Report and Police Clearance</u> You do not have to provide copies of your medical report or police clearance when you apply, but if you are shortlisted and become the preferred candidate these will be required</p> <p>Provision of <u>Certified Certificates</u> must be provided before placement can commence</p>	<p>All queries about the application forms, job descriptions of each position and application process can be obtained from the Solomon Islands Electoral office via the front desk or get in touch with the SIEC Cooperate Service Unit on Phone: 21198 or 21199</p> <p>Or email the following: , Dominic M Lonamana; DMeleha@siec.gov.sb, Betina Moses; Bmoses@siec.gov.sb; Stephanie Baeoro; SBaeoro@siec.gov.sb</p> <p>SIEO will accept complete applications at SIEO Head Quarters addressed to:</p> <p style="text-align: center;">Chief Electoral Officer, Solomon Island Electoral Office PO Box 1500, Honiara Attention: SIEO Human Resource Unit Mark as: Paripao Ward By-Election 2025.</p> <p>All applications will be registered, assessed and evaluated. Only successful candidates will be contacted</p>

Closing Date	
V – Ref No SIEO/09/25	The closing date for these positions' application is 4: 30pm, 21st March 2025
V – Ref No SIEO/10/25	
V – Ref No SIEO/11/25	The closing date for these positions' application is 4: 30pm, 25th April 2025
V – Ref No SIEO/12/25	
V – Ref No SIEO/13/25	
V – Ref No SIEO/14/25	
V – Ref No SIEO/15/25	

The Solomon Islands Electoral Commission is committed to providing equal opportunities for all individuals regardless of gender, race, ethnicity, disability, or background, and encourages all who meet the minimum requirement to apply.