



SOLOMON ISLANDS ELECTORAL COMMISSION
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JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Assistant Returning Officers (ARO)
MINISTRY: Solomon Islands Electoral Office
DIVISION/SECTION: Operation **DUTY STATION:** West Guadalcanal Constituency
POSITION NUMBER: 268-To3 **MINISTRY VACANCY REF:** SIEO/03/25
POSITION LEVEL: Contract **SALARY RANGE:** Fix Rate
THIS POSITION REPORTS TO: Returning Officer
THIS POSITION SUPERVISES: Polling Officials

SECTION B - SCOPE OF DUTIES

The Solomon Islands Electoral Commission (SIEC) is established under Section 57 and mandated under Section 58 of the Constitution of Solomon Islands to conduct the registration of voters and elections for National Members of Parliament. The legal framework also provides for conducting of Provincial Assemblies, and Honiara City Council elections. The Solomon Islands Electoral Office (SIEO) is the Secretariat of the Commission established under Division 3 of the Electoral Act 2018. It is managed by the Chief Electoral Officer (CEO), and is responsible for providing secretariat support, and technical, and administrative functions to the SIEC; and ensuring compliance with the Solomon Islands Constitution 1978, Provincial Assembling and Honiara City Council Electoral Act 2023.

The Solomon Islands Electoral Office (SIEO) in preparing to conduct the West Guadalcanal Constituency Parliamentary By-Election, is undertaking the recruitment of its Temporary Election Workers. As part of its recruitment strategy, the SIEO seeks to recruit three (3) Assistant Returning Officers. There will be one (1) Assistant Returning Officer per Ward, established under the legal provisions of the Electoral Act 2018, Provincial Assembly and Honiara City Council Acts and Regulations. Purposely, to assist the Returning Officer Constituency in conducting the elections.

The SIEO is seeking interested and fitting persons to work as Assistant Returning Officers. The Assistant Returning Officer is subject to all directions and instructions of the Chief Electoral Officer and the SIEO, under the guidance of the Election Manager and the Returning Officer.

The core summarised roles of these Assistant Returning Officers are to assist the Returning Officer conduct the election.

SECTION C - KEY DUTIES

This position is required to undertake the following duties assisting the Returning Officers:

1. posting election notices;
2. assessing, locating and confirming polling station locations;
3. allocating villages/areas to polling stations;
4. conducting the ballot paper draws, and promulgate the outcomes;
5. arranging nomination centres set-up;
6. conducting ballot paper draw;
7. Receiving and registering polling agents from candidates;
8. Receiving and registering counting agents from candidates;
9. assessing, locating and confirming counting centres;
10. receiving, accounting and storing election materials from SIEO;
11. assessing, locating and confirming training venues;
12. recruitment and training of polling officers;
13. receipting of polling materials from Presiding Officers;
14. preparing counting materials in centres;
15. the conduction of counting;
16. supervising the counting of ballots according to the rules for counting;
17. dispatching of election and counting materials from province to SIEO
18. Full attendance, and compliance with the Public Service Code of Conduct
19. Any other reasonable duties as instructed by their Reporting Officer and SIEO Senior Management Team.

SECTION D - KEY DELIVERABLES

The incumbents of this position will have their performance assessed according to the progression of full implementation of the duties accorded to.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Tertiary qualification in any relevant field (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 past experience in electoral work, recruiting and supervising others, managing government funds
- Provincially based
- declared fit and healthy to meet required services and responsibilities
- no history of, and free of any police charges

Desirable Qualifications/Experience

- Experience in arbitration or conflict resolution and management, in the field of Law and Social Sciences or Development Work.
- Experience working in past by-elections, registration and elections with Honiara City Council, Provincial Government and National Government
- Experience working in a conflict management environment
- Experience in community work negotiating community issues and understanding the context of our provinces, ethnicity, race, religion or gender
- Have the ability to be patient with community people, understand their mode of communication, language or dialect and be able to have exemplary customer service.

Capabilities Required

- Good knowledge and understanding of the Electoral System in the Solomon Islands.
- Good understanding of the fundamentals of a free, fair, credible democratic election and strong leadership qualities.
- Good understanding of the wider government system
- demonstrate report writing skills, attention to detail, computer literacy and record management
- Must possess exemplary communication skills with a very high degree of confidence when dealing with voters, politicians and the public;
- Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.
- Demonstrated management capability and ability to carry out the functions of the Assistant Returning Officer as prescribed in the Electoral Act;
- Demonstrable strong leadership qualities as he or/She will represent on behalf of the Solomon Islands Electoral Commission (SIEC) at the Ward level.

SECTION F - KEY SELECTION CRITERIA

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

- KSC-1** Sound knowledge and understanding of a public officer, subject to the performance of the officer during past Registration and Election Events and have very good

knowledge of laws and processes governing the registration and elections in the Solomon Islands.

- KSC-2** Officer must not be affiliated with any, political party, not support any candidate, or have any political connection at all and must demonstrate experience of highest impartiality, neutrality and unbiased judgement possible, and must not be a consenting candidate for elections
- KSC-3** Have excellent written, interpersonal and verbal communication skills with a demonstrated ability and confidence to reason cases of the National General Election, Provincial Assembly and Honiara City Council Elections constructively and collaboratively make sound and legal decisions during the Election Period.
- KSC-4** Demonstrated good problem-solving skills, conflict resolution and analysis, time management, planning, coordination skills and high self-motivation to successfully manage the tribunal or arbitration process during objection and omission
- KSC-5** Demonstrate a strong commitment to upholding principles of Democratic Universal Suffrage, Impartiality, unbiased, braveness, confident, able to withstand registration-related pressure and resolve issues to objection and omission case by case.

SECTION G - TERMS AND CONDITIONS

The remuneration of the Assistant Returning Officer will be according to the remuneration stipulated in the Contract of Service.

Other conditions of engagement relevant to this position:

- A. Leave will not be approved for the duration of the contract
- B. The ARO may be required to travel and work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the ARO must fully lead and/or participate in all assigned SIEC/SIEO training and workshop initiatives

SECTION H - APPROVAL (Authority 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 Solomon Island Electoral Office in achieving its corporate objectives:



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Chief Electoral Officer/Responsible Officer



5th 03 / 2025
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Date Approved

Additional Comments:

