



SOLOMON ISLANDS ELECTORAL COMMISSION

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JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Election Manager (EM)
MINISTRY: Solomon Islands Electoral Office
DIVISION/SECTION: Operation **DUTY STATION:** West Guadalcanal Constituency
POSITION NUMBER/S: 268- T01 **MINISTRY VACANCY REF:** SIEO/01/25
POSITION LEVEL: Contract **SALARY RANGE:** Fixed
THIS POSITION REPORTS TO: Chief Electoral Officer/SIEO
THIS POSITION SUPERVISES: Provincials Election Officials

SECTION B - SCOPE OF DUTIES – ELECTION MANAGER

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 2025 Parliamentary By-Election for West Guadalcanal Constituency, is undertaking the recruitment of its Temporary Election Workers. As part of its recruitment strategy, the SIEO seeks to recruit 1 Election Manager. There will be 1 Election Manager for Guadalcanal province for the West Guadalcanal Constituency Parliamentary By-Election, established under section 25 of the Electoral Act 2018 purposely to manage, coordinate, administer, and supervise the Election within the province for the constituencies and wards.

SECTION C - KEY DUTIES

The Election Manager will be required to:

1. Manage, supervise, and administer all Election personnel and all field activities for the Election process in his or her province.

2. Manage the inflow and outflow of communication from HQ to each Constituency
3. Provides oversight of Returning Officer and Assistant Returning Officers in the Province.
4. Provide management, administration, and oversight on the recruitment and selection of Election Officials.
5. Provide supervision and oversight to Provincial Election Support Officials in the Province. (*Communication and Admin Officer, Provincial Accountant, Provincial Training Coordinator, Provincial Awareness Coordinator*).
6. Oversee, the use of all imprest bank accounts, account records, acquittals, and reporting of monies and funding accounts for the province.
7. Assists SIEO in implementing its policies and instructions in the field during and after the Election period.
8. Coordinate Election activities, including:
 - a. Dissemination of information, instructions, and guidance issued by the SIEO to returning officers
 - b. related logistical arrangements;
 - c. distribution and retrieval of election equipment, materials, and ballot papers;
 - d. facilitating provincial coordination and support with key provincial stakeholders;
9. Provide necessary support and trouble-shooting to ensure all activities are successful and safe
10. Provide regular reporting to SIEO.
11. Any other reasonable duties as instructed by their Reporting Officer and SIEO Senior Management Team.

SECTION D - KEY DELIVERABLES

- i. The incumbents of this position will have their performance assessed according to the progression of full implementation of the key duties.
- ii. Collate Returning Officers reports and submit Provincial Reports to the Chief Electoral Officer;
- iii. Provide information to the public concerning nominations, voting, counting, and other electoral matters; and
- iv. Keep an accurate diary of all occurrences throughout the whole Election period
- v. Timely mobilization, response, reporting, and resolution of conflict and matters to ensure effective implementation of election/s.
- vi. exemplary performance and representation of SIEC in the province
- vii. Completion of other duties assigned by the senior managers and 100% attendance and Compliance with Code of Conduct achieved

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Active senior public Servant in provincial governance, with

- a. Degree qualification in Accounting, Management, Administration, or Finance with 12 years' experience; or 15 years of public administration experience; plus 8 years of experience must be in a leadership and management role, and
- b. Good understanding of the fundamentals of a free, fair, credible democratic election.
- declared physically fit and healthy to meet required services and responsibilities
- no history of, and free of any police charges

Desirable Qualifications/Experience

- Experience working in past by-elections, registration, and elections with Honiara City Council, Provincial Government and National Government
- Facilitate the provision of assistance and provide guidance to Returning and Assistant Officers to enable those officers to carry out their duties
- Experience working in a conflict management environment
- Experience in arbitration or conflict resolution and management, in Law and Social Sciences or Development Work
- 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

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

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 judgment 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 Election cases and 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 Election
- KSC-5** Demonstrate a strong commitment to upholding principles of Democratic Universal Suffrage, Impartiality, unbiased, braveness, confidence, ability to withstand Election-related pressure, and resolve issues case by case.

SECTION G - TERMS AND CONDITIONS

The remuneration of the Election Manager 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. Manager may be required to work extended hours and/or outside normal hours to meet key targets and deliverables
- C. Manager may be required to travel to complete duties
- D. Manager 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:

Chief Electoral Officer/Responsible Officer

Date Approved... 5th March 25

Additional Comments:



