



**SOLOMON ISLANDS ELECTORAL COMMISSION**  
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## JOB DESCRIPTION

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Presiding Officer  
**MINISTRY:** Solomon Islands Electoral Office  
**DIVISION/SECTION:** Operation  
**POSITION NUMBER:** 268-To4  
**POSITION LEVEL:** Contract  
**THIS POSITION REPORTS TO:** Returning Officers  
**THIS POSITION SUPERVISES:** Polling Team Members

**DUTY STATION:** Polling Station  
**MINISTRY VACANCY REF:** SIEO/04/25  
**SALARY RANGE:** Fix Rate

### SECTION B - SCOPE OF DUTIES – PRESIDING OFFICER

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 for conducting the Parliamentary By-Election for the West Guadalcanal Constituency in Guadalcanal province is undertaking the recruitment of its Temporary Election Workers. As part of its recruitment strategy, the SIEO seeks to recruit Seven (20) Presiding Officers. There will be 1 Presiding Officer per polling station for the West Guadalcanal Constituency By- Election, established under the legal provisions of the Electoral Act 2018, Purposely, to assist the Returning Officer in conducting the by elections.

Therefore, SIEO is seeking interested and fitting persons to work as Presiding Officers. The Presiding Officer will contribute to the corporate function, mandatory obligations and objectives of SIEO by working under the Operations Divisions under the supervision of the Returning Officers to ensure that the By-Election is delivered.

The Presiding Officer represents the Solomon Islands Electoral Commission (SIEC) by overseeing the management and coordination of the polling team at their assigned polling station for the by elections.

## **SECTION C - KEY DUTIES**

1. This position is required to Check all election materials from your Returning Officer or Assistant Returning Officer as soon as you receive them. Report any items that are missing immediately. (Use the Checklist in the polling kit to check all necessary stationery or materials);
2. Set up your polling station for maximum efficiency;
3. Ensure that your Polling Assistants are aware of their duties and responsibilities and are carrying them out respectfully and lawfully;
4. Responsible to carry out any polling station duties of any of the Polling Assistants and Queue Controller when required;
5. Ensure that only those voters who are qualified to vote, and are on the Register of Electors, are permitted to vote.
6. Open and close the Polling Station at the proper times.
7. Maintain order inside and outside the Polling Station. Ensure that no campaigning occurs as a 24-hour blackout on campaigning will be in place before polling day.
8. Sign all ballot papers that you issue with the proper official mark when required by the BP Issuer
9. Ensure that no one tampers with the ballot box before, during, or after the voting.
10. Ensure the secrecy of each elector's vote.
11. Ensure that observers, members of the media, polling agents, candidates, and voters conduct themselves correctly.
12. Allow no one in the polling station who does not have a legal right to be there.
13. Assist people with disability and voters who need special assistance to cast their ballots
14. Complete the 'Ballot Papers Account' form correctly.
15. At the end of polling, put ballot papers/forms in the proper envelopes and seal the ballot box and envelopes in the sack and other materials in the kit box.
16. Deliver all materials to your Returning Officer or Assistant Returning Officer in the proper manner and in a timely fashion.

## **SECTION D - KEY DELIVERABLES**

The incumbents of this position will have their performance assessed per the SIEO-provided appraisal form according to the progression of full implementation of the above duties.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **Mandatory Qualifications**

- Have a tertiary qualification in any relevant field or secondary school leavers certificates with management and leadership work experiences

### **Desirable Experience**

- 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

### **Capabilities Required**

- a) Good knowledge and understanding of the Electoral System in the Solomon Islands; and the fundamentals of a free, fair, credible democratic election.
- b) Strong leadership, team management, and time management skills.
- c) Demonstrate how your work reflects integrity, transparency, neutrality, and fairness.
- d) Can be patient with community people, understand their mode of communication, language, or dialect, and have excellent customer service.
- e) Must possess good communication skills with a very high degree of confidence when dealing with voters, politicians, and the public;
- f) Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.
- g) Good written skills and mathematical skills to be able to complete ballot paper account forms.

## **SECTION F - KEY SELECTION CRITERIA**

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

1. Meet the mandatory qualifications for the position
2. Worked on past National General Elections/Provincial Assembly Election, by-elections, or past voter registration.
3. Have experience in leading, coordinating, and managing a team within the community or experience with managing and office and team
4. Have good knowledge of the application community both socially and geographically
5. Good communication skills written and oral and excellent mathematical skills.
6. Physically and medically fit to work under pressure and able to work more than 8 hours during polling day.

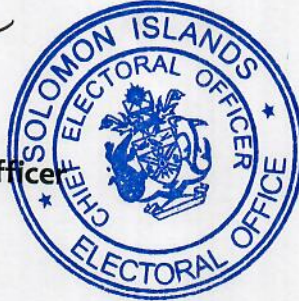
## **SECTION G - TERMS AND CONDITIONS**

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

## **SECTION H - APPROVAL (Authority use only)**

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*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** 5<sup>th</sup>/03/2025

Additional Comments: