



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

### SECTION A – POSITION DETAILS

**POSITION TITLE:** Returning Officer – Constituency (ROC)  
**MINISTRY:** Solomon Islands Electoral Office  
**DIVISION/SECTION:** Operation      **DUTY STATION:** West Guadalcanal Constituency  
**POSITION NUMBER:** 268-To2      **MINISTRY VACANCY REF:** SIEO/02/25  
**POSITION LEVEL:** Contract      **SALARY RANGE:** Fix Rate  
**THIS POSITION REPORTS TO:** Election Manager/SIEO  
**THIS POSITION SUPERVISES:** Assistant Returning Officers, Polling Officials & Counting 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 for conducting 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 one (1) Returning Officer. There will be 1 Returning Officer-Constituency for West Guadalcanal Constituency By-Election, established on the Electoral Act 2018. Purposely, to conduct the parliamentary election within a constituency.

The SIEO is seeking an interested and fitting person to work as a Returning Officer for the West Guadalcanal Constituency By-Election. The Returning Officer is subject to all directions and instructions of the Chief Electoral Officer and the SIEO, under the guidance of the Election Manager.

The core summarised roles of these Returning Officers are to conduct the parliamentary election for the constituency appointed.

### **SECTION C - KEY DUTIES**

1. Organise, appoint, train, and performance manage Assistant Returning Officers, Presiding Officers, Polling Assistants and counting officers;
2. Receive, assess, process, and promulgate nominations for persons applying to stand as candidates for the constituency;
3. Receive, receipt, and account for, nomination deposits;
4. Conduct the ballot paper draw, and promulgate the outcome;
5. Manage and supervise Assistant Returning Officers, polling and counting officers;
6. Disseminate information, instructions, and guidance issued by the Solomon Islands Electoral Office;
7. Prepare and publish election-related notices.
8. Collect and account for electoral equipment, materials, and resources necessary for the training, polling, and counting of the constituency.
9. Ensure the safe and secure transportation of materials (including ballot boxes, papers, etc)
10. Ensure the safe and secure distribution of materials to Assistant Returning Officers;
11. Ensure the safe and secure distribution of Ballot Papers to Assistant Returning Officers;
12. Ensure that the Assistant Returning Officer checks all ballot papers before completing necessary copies of the "Returning Officer's Ballot Paper Receipt" form.
13. Acting as a contact point for Assistant Returning Officers in the Constituency;
14. Deliver nomination forms and copies provided by Assistant Returning Officers to the Solomon Islands Electoral Office.
15. Facilitate the provision of assistance and provide guidance to Assistant Returning Officers to enable these officers to carry out their duties;
16. Being available and contactable during all working hours;
17. Manage expenditure on funds, including money provided to Assistant Returning Officers;
18. On completion of the election, acquit funds provide, and return the remaining funds to the SI Electoral Office accounts Department;
19. Report, both orally and in writing, to the Chief Electoral Officer/SIEO, on the progress, or otherwise, of the various stages of the election process for the constituency; responses to such requests within 12 hours;
20. Collate Constituency reports and submit to the Chief Electoral Officer through the Election Manager;
21. Provide information to the public concerning nominations, voting, counting, and other electoral matters; and
22. Keep an accurate diary of all occurrences throughout the whole Election period.
23. Retrieve and return electoral materials to the Electoral Manager;
24. Available for post-election activities (petitions etc)
25. Full attendance and compliance with the Public Service Code of Conduct
26. 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**

- Diploma with 5yr experience or Degree with 4 years of 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, recruiting and supervising others, managing funds, and timely acquittals
- 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 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.
- Facilitate the provision of assistance and provide guidance to Assistant Returning Officers to enable those officers to carry out their duties

### **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, computer literacy, and full application of all MS Office programs
- 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 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 Constituency 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 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 cases of the National General Election 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 objection and omission
- 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 Election issues case by case.

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

The remuneration of the Returning Officer Constituency will be according to the remuneration stipulated in the Agreement of Service.

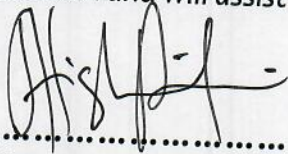
Other conditions of engagement relevant to this position:

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

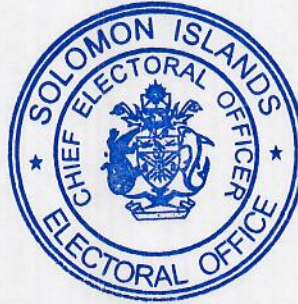
## **SECTION H - APPROVAL (Authority use only)**

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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:*



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**Chief Electoral Officer/Responsible Officer**



5/03/2025  
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**Date Approved**

Additional Comments: