



SOLOMON ISLANDS ELECTORAL COMMISSION
NATIONAL STADIUM BUILDING,
NHA FOOD COURT BUILDING, KING GEORGE VI DRIVE
PO BOX 1500, HONIARA,
SOLOMON ISLANDS



Phone: (677) – 21199 | (677) 722200

Website: www.siec.gov.sb

Email : info@siec.gov.sb

SOLOMON ISLANDS ELECTORAL OFFICE

RECRUITMENT NOTICE

TEMPORARY ELECTORAL POSITIONS FOR THE KOVILOKO WARD PROVINCIAL ASSEMBLY BY-ELECTION 2026

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 Kiviloko Ward, Isabel 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.

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/09/26	Returning Officer Ward	268- T09	1	<ul style="list-style-type: none">. Diploma with 5 years' experience or Degree with 3 years 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

SIEO/10/26	Assistant Returning Officer	268- T10	1	<ul style="list-style-type: none"> • . Tertiary qualification in 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 experience in electoral work, recruitment supervising others and managing funds
SIEO/11/26	Communication and Administration Officer	268-T11	1	<ul style="list-style-type: none"> • A recognised administrative or communications qualification to certificate level or • At least 2-3 years' experience in a similar or complementary role. • Experience working for public, private, NGO and other sectors in communication and administration roles. • Basic understanding of the election system in the Solomon Islands, e.g.: Election Cycle/Phase, Types of Elections etc. • Working and living in or near the Provincial Headquarters would be an advantage. • Demonstrable strong leadership qualities as he or/She will represent on behalf of the Solomon Islands Electoral Commission (SIEC) at the Provincial level.
SIEO/12/26	Presiding Officers	268- T12	3	<ul style="list-style-type: none"> • Have a tertiary qualification in any relevant field or secondary school leavers certificate Form 7 with management and leadership work experiences • Demonstrated, experience from working in past elections and registration exercises • 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/13/26	Polling Assistants Voter Verifier & Ballot Box Guide	268- T13	3	<ul style="list-style-type: none"> • As a minimum, 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 exercises • 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 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/14/26	Polling Assistants Ballot Paper Issuer	268- T14	3	<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 exercises • 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 in or have a good understanding of cultural matters and how to move and travel between communities • Good communication skills written and oral, and basic mathematical reasoning

SIEO/15/26	Queue Controllers	268-T15	3	<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/16/26	Counting Officers	268- T16	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 • 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 	<p>Do NOT send original documents or certificates Please note: All documents submitted as part of the application will remain the</p>	<p>All queries about the application forms, job descriptions of each position and application process can be obtained from the Solomon Islands Electoral</p>
--	---	--

<p>III. Be fit and healthy to deliver the assigned duties</p> <p>IV. Free of any police charges</p> <p>I. For the V-Ref No. SIEO/09/26, SIEO/10/26, SIEO/11/26, and SIEO/16/26. Individuals currently residing in or around Buala Town, Isabel Province, are encouraged to apply.</p> <p>II. For the V-Ref No. SIEO/12/26 to V-Ref No. SIEO/15/26. Only People who currently live within the Koviloko Ward are encouraged to apply.</p> <p>Information Packs (SIEO Application Form and the Job Description) for each position can be obtained from the Solomon Islands Electoral Office at the National Stadium, NHA Food Court Building, King George VI Drive in Honiara</p> <p>Documents required</p> <ol style="list-style-type: none"> 1. SIEO Application Form (2026 updated version) 2. Cover letter responding to position key selection criteria (required for SIEO/09/26 to SIEO/11/26 only) 3. Curriculum vitae 4. Certified copy of highest education qualification (where applicable). 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>property of the Solomon Islands Electoral Commission and will not be returned to applicants</p> <p>Medical Report and Police Clearance 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 Certified Certificates must be provided before placement can commence</p>	<p>office via the front desk or get in touch with the SIEC on Phone: 7222200.</p> <p>Or email the following: , Dominic Meleha Lonamana; DMeleha@siec.gov.sb Betina Moses; Bmoses@siec.gov.sb</p> <p>SIEO will accept complete applications at SIEO Head Quarters addressed to:</p> <p>Chief Electoral Officer, Solomon Island Electoral Office PO Box 1500, Honiara Attention: SIEO Corporate Service Mark as: Koviloko Ward By-Election 2026.</p> <p>All applications will be registered, assessed and evaluated. Only successful candidates will be contacted</p>
Opening/Closing Dates		
<p>V – Ref No: SIEO/09/26v to V- Ref No: SIEO/11/26</p>	<p>The opening date for these positions applications is 14th January 2026. The closing date for these positions' applications is at 4: 30pm, 19th January 2026</p>	
<p>V – Ref No: SIEO/12/26 to V- Ref No: SIEO/16/26</p>	<p>The opening date for these applications is 11th February 2026. The closing date for these positions' applications is 4:30 pm, 2nd March 2026</p>	

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.