



RS FORM 2 - JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE: Solomon Islands Electoral Office

DIVISION/SECTION: Electoral Office

DUTY STATION: Honiara

POSITION NUMBER (HRMIS): 268-00009

MINISTRY VACANCY REF: SIEC 06/25

POSITION TITLE: Senior Election Operations

POSITION LEVEL: 7/8

SALARY RANGE: \$ 42,593.32 - \$50,716.50

THIS POSITION REPORTS TO: Principal Electoral Operation

THIS POSITION SUPERVISES: None

SECTION B - SCOPE OF DUTIES

The Senior Election Operations Officer (SEO Officer) supports the Solomon Islands Electoral Commission (SIEC) in delivering its constitutional mandate to conduct free, fair, and credible elections. Reporting to the Principal Electoral Operations Officer, the SEO Officer assists in planning, coordinating, and executing electoral operations and voter registration activities. The position also supports the Training Officer in designing, conducting, and evaluating training programs for electoral staff, ensuring operational and training activities are implemented effectively across the Solomon Islands.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- Assist in the development and maintenance of operational timelines, checklists, and activity trackers to support effective delivery of election and voter registration activities.
- Support risk identification and mitigation measures for electoral operations, including logistical, staffing, and field-related risks.
- Assist in coordinating deployment, movement schedules, and accommodation arrangements for election officials and training teams.
- Support data collection, consolidation, and verification of operational and training reports from provincial offices.
- Assist in maintaining operational databases and records, including staffing lists, training registers, and deployment matrices.
- Provide operational support during key electoral events, including voter registration, polling, counting, and results processes as required.

- Liaise with provincial election offices to support implementation of operational and training activities and address emerging field issues.
- Support the implementation of Gender and Social Inclusion (GESI) considerations in operational planning and training activities.
- Assist with post-activity reviews and contribute to lessons learned and improvement planning for future electoral activities
- Undertake any other duties reasonably required or directed by the Principal Electoral Operations Officer and Operation Manager

. SECTION D - KEY DELIVERABLES

The incumbent of this position will have their performance assessed according to following key deliverables:

- Operational timelines, trackers, and supporting documentation maintained and updated accurately.
- Effective logistical and deployment support provided for electoral operations and training activities.
- Operational risks identified early and mitigation measures supported in coordination with supervisors.
- Field and provincial operational data consolidated accurately and submitted within agreed timelines.
- Training and operations databases maintained and updated to support planning and reporting.
- Provincial offices effectively supported through timely coordination and issue follow-up.
- GESI considerations appropriately reflected in operational support and training-related activities.
- Post-activity reviews and lessons learned documented and contributed to continuous improvement initiatives.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications/Experience:

- Diploma or tertiary qualification in Business Administration, Human Resource Management, Politics, Logistics & Operations, Education, or related field.
- Minimum of 2–3 years' experience in operational or training functions, preferably within electoral or public sector environments.
- Understanding of the fundamentals of free, fair, and credible democratic elections.

Desirable Qualifications/Experience:

- Experience in supporting electoral operations, logistics, or training functions in large-scale projects or events.

- Knowledge of adult learning principles and ability to design and conduct training programs.
- Strong computer skills (Word, Excel, PowerPoint, internet, email, databases).

Capabilities Required:

- Ability to interpret and apply legislation, policy, and procedures to practical outcomes.
- Strong planning, coordination, and time management skills.
- Excellent interpersonal, verbal, and written communication skills.
- Ability to work collaboratively with diverse stakeholders in politically sensitive environments.
- Problem-solving skills and ability to adapt to changing priorities.
- Commitment to confidentiality, neutrality, and Public Service Values.
- Knowledge of Solomon Islands geography and logistical challenges in delivering nationwide operations.

SECTION F - KEY SELECTION CRITERIA

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

KSC 1. Demonstrated knowledge of, or ability to quickly learn and apply, relevant SIG legislation, regulations, and policies.

KSC 2. Proven ability to support and coordinate large-scale operational and training activities across geographically spread locations with strict deadlines.

KSC 3. Experience in assisting with project planning, logistics, and training delivery, including maintaining accurate records and reporting.

KSC 4. Strong organisational and problem-solving skills, with ability to adapt to risks and challenges in a regulated environment.

KSC 5. Excellent written, interpersonal, and verbal communication skills, with ability to engage effectively with stakeholders and promote Gender and Social Inclusion (GESI) outcomes.

KSC 6. Demonstrated commitment to Public Service Values, Code of Conduct, and high standards of attendance and performance.

SECTION G - TERMS AND CONDITIONS

Fortnightly Salary: \$1,961.17- \$ 2,211.64 **Annual Salary:** \$ 50,990.46 - \$ 57,502.55 p/a

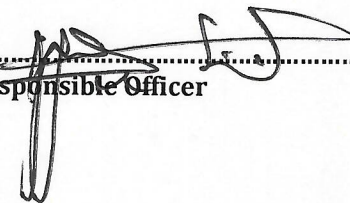
Annual Leave entitlement: 28 days

Other Conditions of Service relevant to this position:

- 15% housing allowance is paid per fortnight if housing is NOT provided.

SECTION H - APPROVAL (*Business 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 Ministry/Office to achieve its corporate objectives:

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Chief Electoral Officer / Responsible Officer
Secretary to the Cabinet

..... 29/01/2028
Date Approved

Additional Comments: