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) 7222200 Website: www.siec.gov.sb Email : info@siec.gov.sb

IMPORTANT INFORMATION FOR INTERESTED APPLICANTS

1. Eligibility Requirements

Applicants must meet the following minimum requirements:

- Be a Solomon Islands citizen;
- People who currently live within the Koviloko Ward are encouraged to apply.
- Demonstrate and maintain independence and impartiality and must not be a candidate in, or contest, the Koviloko Ward By-Election;
- Be physically fit and in good health to effectively perform the duties associated with the position; and
- Have no outstanding police charges.

2. Information Packs

Information packs, including the SIEO Application Form (2026 updated version) and the relevant Job Description, may be obtained from the Election Manager,Returning Officer or Assistant Returning Officer at:

Solomon Islands Electoral Office – Temporary Office
Buala
DFL Building (Isabel Province Education Authority Premises)
Isabel Province

3. Required Application Documents

Applicants are required to submit the following documents:

1. Completed SIEO Application Form (2026 updated version);
2. Cover letter;
3. Curriculum Vitae (CV);
4. Certified copy of the highest educational qualification, where applicable; and
5. At least two (2) reference letters.

Applicants must ensure that all sections of the SIEO Application Form are fully completed. Depending on the information provided in the application, shortlisted applicants may subsequently be required to provide a full medical report and/or police clearance where applicable.

4. Important Information for Applicants

- Late applications will not be accepted and may not be considered.
- Applicants are not required to submit medical reports or police clearances with their initial applications.
- Do not submit original documents or certificates.
- All documents submitted as part of the recruitment process will remain the property of the Solomon Islands Electoral Commission (SIEC) and will not be returned to applicants.
- Applicants must clearly state the position applied for in their application.

5. Closing Date

Completed applications must be received no later than 4:30 pm on Friday, 20th November 2026.

Applications received after the closing date and time may not be considered.

6. Submission of Applications

Applications should be addressed to:

Election Manager
Koviloko Ward 2026 By-Election
Isabel Province
Attention to: Returning Officer/Assistant Returning Officer

Applications may be submitted through either of the following methods:

Hand Delivery:
Election Manager and Team
Solomon Islands Electoral Office – Temporary Office
Buala
DFL Building (Isabel Province Education Authority Premises)
Isabel Province

Email:
1. Mr Rueben Dotho Junior - RDotho@mehrd.gov.sb.
2. Mr Hubert Odikana - HOdikana@mpgis.gov.sb.
3. Mrs Nash Bright Fihu - fihubright@gmail.cm.

7. Enquiries

All enquiries regarding this recruitment process should be directed to:

1. Election Manager - Mobile Number: 7485475.
2. Returning Officer – Mobile Number: 7430835
3. Assistant Returning Officer – Mobile: 7123895

Email:

1. Mr Rueben Dotho Junior - RDotho@mehrd.gov.sb.
2. Mr Hubert Odikana - HOdikana@mpgis.gov.sb.
3. Mrs Nash Bright Fihu - fihubright@gmail.cm.

8. Equal Employment Opportunity

The Solomon Islands Electoral Commission (SIEC) is committed to the principles of Equal Employment Opportunity and encourages suitably qualified persons to apply. Female applicants are particularly encouraged to apply.