SOLOMON ISLANDS ELECTORAL COMMISSION

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JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	**Polling Assistant- Ballot Paper Issuer**		
MINISTRY:	**Solomon Islands Electoral Office**		
DIVISION/SECTION:	**Operation**	**DUTY STATION:**	**Polling Station**
POSITION NUMBER:	**T268- 33**	**MINISTRY VACANCY REF:**	**SIEO/033/26**
POSITION LEVEL:	**Contract**	**SALARY RANGE:**	**Fix Rate**
THIS POSITION REPORTS TO:	**Presiding Officer**		
THIS POSITION SUPERVISES:			

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 Provincial Assembly BY- Elections for the Koviloko Ward, Maringe Kokota Constituency in Isabel province is undertaking the recruitment of its Temporary Election Workers. As part of its recruitment strategy, the SIEO seeks to recruit Seven (3) Polling Assistant Ballot Issuers. There will be 1 Polling Assistant Ballot Paper Issuer in each polling station for the Koviloko ward Provincial Assembly BY--election, established under the legal provisions of the Provincial Assembly Acts and Regulations. Purposely, to conduct the ward election within the polling station appointed for.

Therefore, SIEO is seeking interested and fitting persons to work as Polling Assistant Ballot Paper Issuer. The PA Ballot Paper Issuer will contribute to the corporate function, mandatory obligations, and objectives of SIEO by working under the Presiding Officers to facilitate the voting process of the voters in an assigned polling station.

SECTION C - KEY DUTIES

1. Issuing of ballot paper;
    - Check to see that the voter has had his/her finger inked
    - Explain to the voter the two separate ballot papers
    - Explain to the voter that, to cast a valid vote on the ballot paper, he/she must place a mark in the box next to the candidate of his/her choice
    - Explain to the voter that, when he/she has marked his/her ballot, to take them to the ballot boxes where they will be instructed by the ballot box guard (Polling Assistant Officer) where to place the ballot paper.
    - Explain to the voter if he/she makes a mistake and or problem with the ballot paper to bring it back to you as spoilt – you will issue a new ballot paper, and then put the spoilt ballot paper into the spoilt ballot paper envelope
    - Place your signature in the place provided at the bottom of the ballot paper
    - Sign all ballot papers that you issue with the proper official mark
    - Ensure each voter is provided the opportunity to vote with secrecy.
    - Issue ballot papers and direct the voter to the voting screen
    - Handle ballot paper safely and securely throughout the polling day process
2. Carrying out preparations and tasks assigned by PO for the election day;
    - Assist the Presiding Officer in setting up the polling station venue before and on the election day. In the same manner, assist the Presiding Officer to pack up at the closing of the election day.
    - Assist the Presiding Officer in ensuring all relevant materials, documents, and stationeries are prepared and stocked for election day.
3. Uphold the SIEC Code of Conduct and ensure a peaceful election
    - Assist the Presiding Officer in maintaining order inside and outside the polling station
    - Conduct yourself ethically and professionally at all times by abiding by the SIEC Code of Conduct.
    - Always be polite, friendly, and helpful when in contact with voters and other stakeholders
4. Perform other functions as assigned by the Presiding Officer

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 them.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- a secondary school leavers certificate- Form 5 and above, with a basic understanding of the electoral process in the Solomon Islands

Desirable Qualifications/Experience

- tertiary qualification in any field
- Demonstrated, experience from working in past elections and registration.
- 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

Capabilities Required

a) A fair understanding of the wider government system and the electoral process.
b) Ability to understand information and follow instructions, procedures, and processes; consistently, and free of error; with minimal supervision;
c) Can be patient with community people, understand their mode of communication, language, or dialect, and have excellent customer service.
d) Must possess good communication skills with a very high degree of confidence when dealing with voters, politicians, and the public;
e) Good knowledge of the Province and the location of the Constituency / Ward geography and demarcated boundaries.
f) Good written, mathematical, and resource management skills, with the ability to complete required 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. Demonstrate how your work reflects integrity, transparency, neutrality, and fairness.
3. Worked on past National General Elections/Provincial Assembly Election, by-elections, or past voter registration.
4. Demonstrate how you have applied standardized *(' same')* systems and processes to fairly complete tasks
5. Currently reside and have a good understanding of cultural matters and how to move and travel between communities
6. Good communication skills written and oral, and basic mathematical skills.
7. 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 Polling Assistant will be according to the remuneration stipulated in the Contract of Service.

SECTION H - APPROVAL ***(Authority 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 Solomon Island Electoral Office in achieving its corporate objectives:

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Chief Electoral Officer/Responsible Officer **Date Approved**..14/01/26.....

Additional Comments: