SOLOMON ISLANDS ELECTORAL COMMISSION

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JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	**Polling Assistant -Voter Verifier & Ballot Box Guide**		
MINISTRY:	**Solomon Islands Electoral Office**		
DIVISION/SECTION:	**Operation**	**DUTY STATION:**	**Polling Station**
POSITION NUMBER:	**T268- 34**	**MINISTRY VACANCY REF:**	**SIEO/034/26**
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 Voter Verifier & Ballot Box Guide. There will be 1 Polling Assistant Voter Verifier & Ballot Box Guide 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 Voter Verifier & Ballot Box Guide. The PA Voter Verifier & Ballot Box Guide will contribute to the corporate function, mandatory obligations and objectives of SIEO by working under the management of the Operations Divisions by assisting Presiding Officers in facilitating the voting process of the voters in a polling station.

SECTION C - KEY DUTIES

Stations will have multiple polling assistants who will regularly rotate through station roles and responsibilities to meet the following key duties:

1. Verification of voters:
   - Ensure that each voter who comes to vote is found, and checked off, on the voter register.
   - Ensure that each voter is checked for indelible ink before proceeding on to PA 2- Ballot Paper Issuer
   - Put indelible ink on the tip of the left small finger of each voter.
   - Ensure the secrecy of each elector's vote.
2. Supervise and maintain safety of the ballot box by:
   - Never leave the ballot boxes unattended
   - Ensure all electors place their ballot papers into the ballot box before leaving the polling station
   - Ensure the ballot box remains sealed at all times during voting and is not tampered with.
   - Direct electors to the exit after voting
3. Preparation of logistics for 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.
   - Perform other functions as assigned by the Presiding Officer.

4. Uphold the SIEC Code of Conduct and promote a peaceful election
   - Assist the Presiding Officer in maintaining order inside and outside the polling station
   - Always be polite and helpful when in contact with voters and other stakeholders.
   - Seek advice from the Presiding Officer whenever there is an issue or conflict to resolve

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 3-Form 7) with a basic understanding of the electoral process in the Solomon Islands

Desirable Qualifications/Experience

- Having at least a tertiary qualification
- 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) Good knowledge and understanding of the Electoral System in the Solomon Islands.
b) Be a committed team member, with good time management skills, who can rotate to assigned tasks.
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) Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.
f) Good written skills and mathematical skills to be able 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 worked in a team, all applying the same process, to achieve goals on time
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

SOLOMON ISLANDS ELECTORAL OFFICE CHIEF ELECTORAL OFFICER

Date Approved...14/01/26.....

Additional Comments: