SOLOMON ISLANDS ELECTORAL COMMISSION

NATIONAL STADIUM BUILDING,
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JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: **Queue Controller**
MINISTRY: **Solomon Islands Electoral Office**
DIVISION/SECTION: **Operation** **DUTY STATION:** **Polling Station**
POSITION NUMBER: **T268- 35** **MINISTRY VACANCY REF:** **SIEO/035/26**
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) Queue Controllers. There will be 1 Queue Controller 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 Queue Controllers. The Queue Manager will contribute to the corporate function, mandatory obligations and objectives of SIEO by working under the Presiding Officer to facilitate the voting process of the voters in a polling station.

SECTION C - KEY DUTIES

1. Manage and control the flow of the queue in assigned polling stations, and oversee and maintain the safety of all voters
2. Ensure that all voters are inspected and clear of any ink on their fingers before giving directives to progress to the next step.
3. Clarify voters' queries on the process during election day seek advice from the Presiding Officer when necessary, and remain neutral for all other queries.
4. Assist pregnant mothers, elderly, people with disability and sick voters by prioritizing them to the front line.
5. Assist the Presiding Officer and the Polling Assistants 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.
6. Assist the Presiding Officer and the Polling Assistant in ensuring all relevant materials, documents and stationeries are prepared and stocked for the election day.
7. Assist the Presiding Officer in maintaining order inside and outside the polling station and report immediately on any issues or problems that arise.
8. Conduct yourself in an ethical and professional manner 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.
9. 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

- As a minimum, have a Form 3 Leavers Certificate; or year 6 certificate with a responsible role in the community

Desirable Qualifications/Experience

- experience from working in past elections and registration.

Capabilities Required

a) Fair understanding of the wider government system and the electoral process
b) Ability to understand information and follow instructions, procedures and process
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, fairness, and support for those special needs.
3. Demonstrate how you have applied standardised ('same same') processes to keep crowds or groups of people peaceful
4. Currently reside and have a good understanding of cultural matters and how to move and travel between communities
5. Be able to identify disturbances and disruptions early to manage crowd behaviour, and call for help to calm the situation
6. Be able to read and write, and do basic maths
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 Queue Manager 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:

SOLOMON ISLANDS ELECTORAL OFFICE CHIEF ELECTORAL OFFICER

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Chief Electoral Officer/Responsible Officer

Date Approved 14/01/26

Additional Comments: