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

JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: Counting Officer
MINISTRY: Solomon Islands Electoral Office
DIVISION/SECTION: Operation
DUTY STATION: Counting Centre
POSITION NUMBER: T268- T36
MINISTRY VACANCY REF: SIEO/036/26
POSITION LEVEL: Contract
SALARY RANGE: Fix Rate
THIS POSITION REPORTS TO: Returning 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 five (5) Counting Officials. These counting Officials are to facilitate the Ballot Paper counting process in the counting Centre.

Therefore, SIEO is seeking interested and fitting persons to work as Counting Officials. The Counting Officer will contribute to the corporate function, mandatory obligations and objectives of SIEO by working under the management of the Returning Officer to facilitate counting processes in an assigned counting centre.

SECTION C - KEY DUTIES

1. Verification
    - Verify and unseal the ballot box and ensure it is presented to counting agents and observers for inspection;
    - Verify the number of ballots in the box with the number of voters according to the voters' list or other record of the total number of persons who cast ballots;
2. Sorting;
    - Sorting the ballot papers by candidates, with rejected papers sorted by reason for which they are being rejected.
3. Counting;
    - Counting the ballot papers and record total number of ballot papers removed from the box in the *Ballot Paper Count Form*.
    - Consult ARO or RO if there is any discrepancy is identified.
4. Uphold the SIEC Code of Conduct by:
    - and ensure accuracy and security of ballots and count at all times
    - Assist the RO or ARO in maintaining order inside and outside the counting station
    - Conduct yourself in an ethical and professional manner at all times

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

- Have a tertiary qualification in any relevant field or Secondary School Certificate Form 6 or F7.
- Have a basic understanding of the electoral process.

Desirable Qualifications/Experience

- Demonstrated, experience from working in past elections and registration.
- Work experience or community responsibilities that include accounting, financial management, record keeping, and reconciliation

Capabilities Required

- Fair understanding of the wider government system and the electoral process
- Ability to understand information and follow instructions, procedures, and processes; consistently, without error;
- Able to maintain a high attention to detail with the ability to recognise errors
- Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.

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 or by-elections or past voter registration.
4. Demonstrate how you have applied standardised processes to maintain consistent assessment, accuracy and record-keeping
5. Currently reside and have a good understanding of cultural matters and how to move and travel between communities
6. Good communication skills good written and oral, and 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 Counting Officer 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

14/01/26

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Date Approved

Additional Comments: