



Solomon Islands Electoral Office
Vavaya Ridge, P.O. Box 1500, Honiara,
Solomon Islands

P | (+677) 21198
F | (+677) 21463

E | info@siec.gov.sb
www.siec.gov.sb



QUEUE CONTROLLER JOB DESCRIPTION

Position Title: Polling Assistant

Reports To

The Queue Controller Reports to the Presiding Officer

Job Overview

Queue manager to manage and organize queue at respective polling station on Election Day for the Constituency of

The Role:

- Ensure that each Voter who comes to vote is found and check off
- Ensure no disturbance that may cause fear among voters during polling
- Ensure the security of ballot boxes throughout polling
- Maintain Social distance of 1.5 Meters in between voters during polling

Key Duties

The Queue Manager will be required to:

- a) Organize electors/voter at respective Polling station on election day.
- b) Make sure that voters are organized and follow covid19 health measure of 1.5 meters social distance
- c) Assist people with disability, pregnant mothers and elderly people in the queue to vote conveniently at the polling station.
- d) Assist to maintain order inside and outside of the polling station; and
- e) Perform other tasks as directed by the Presiding Officer
- f) Assist the Presiding Officer to report any disturbance/crime might arise during polling

Qualifications

- Complete formal education at least form 3- 5 school leave Certificate

- Have some basic understanding of the electoral process

SELECTION CRITERIA

- Worked on past National General Election/Provincial Assembly Election or By-Elections or past voter registration
- Have experience in community work/working with community organisations or experience with office or Clerical work
- Have good knowledge of the people/geography where they usually reside or interest in the work.
- Other formal Certifications or work experience
- Good communication skills

Other Requirements

- Medically fit and able to work more than 8 hours during polling day
- No affiliation to any political party/Candidates