



## Temporary Electoral Position

### JOB DESCRIPTION: ASSISTANT REGISTRATION OFFICER – TEAM LEADER

#### A. CORPORATE INFORMATION

1. Position title: Assistant Registration Officer
2. Location: Constituency/Ward
3. Contract Package: Fix Rate (TBC)
4. Period of engagement: Registration Period
5. Reporting Responsibilities;
  - a) **Reports to** Registration Officer/ Registration Manager
  - b) **Liaises with:** The Solomon Islands Electoral Office

#### B. POSITION PURPOSE

The Electoral Commission shall have general responsibility for and shall supervise, the registration of electors for the election of members of Parliament and the conduct of elections of such members and the Commission shall have such powers and other functions relating to such registration and such elections as may be prescribed.

The SIEC will carry out the registration of voters throughout the country in established Voter Registration Centres. Due to the magnitude of the work involved, the SIEC will recruit and train temporary Registration Staff, with the assistance of permanent provincial staff, to undertake numerous tasks in these centres on its behalf. However, in the period between events, SIEO has a relatively small core staff of about 15 officers, with a lower level of intensity of effort.

There will be one Assistant Registration Officer (ARO) per Ward in the constituency. The Assistant Registration Officer is subject to the direction of the Registration Officer or is responsible for assisting the Registration Officer in supporting the activities of the registration team and for providing management and coordination support within their respective Ward.

#### C. KEY DUTIES

The Assistance Registration Officer will be required to:

- Assist the RO in Coordinating and supporting the movement of teams to VRCs
- Assist the RO in Publishing Form A (Notification of VR) at beginning of the Registration process.
- Assist the RO in Managing and supplying form (Form I) to each registration team.
- Assist the RO in Receiving backup data and compiling application form (Form I) from each registration team and sending them to HQ through RM.
- Assist the RO in Retrieving electronic backup data and registration forms (Form I) from voters and the registration teams and securely transporting these materials to SIEO Headquarter through the Registration Manager.
- Assist the RO in disseminating information to the Voter Registration Teams and providing periodic reports (weekly) on the voter registration process to the SIEC through the Registration Manager.

- To work with ARO-Clerk and ARO-Data to set up the VRC in time for opening and packing in time of closing each day.
- Responsible for publishing the Provisional Voter's List in each VRC in each constituency and collecting claims and objections from people.
- Publishing the provisional list of electors: -Form C.
- Receiving objection and omission notices from applicants and publishing them.
- Assist the RO in Publishing the Provisional List of electors: -Form C.
- Assist the RO in Receiving objection and omission notices from applicants and storing and filing them correctly.
- Handing over all of the Omission & Objection claims (and the consolidated lists of omissions and objections) he/she has received to his/her Registration Officer
- Publishing the consolidated lists of objections and omissions in the relevant Centres
- Publishing the public notice of where the Public Inquiries will take place in that constituency
- Maintaining proper records of all the above.

#### **D. BASIC COMPETENCY**

To be successful in this role you should have:

- Good knowledge and understanding of the Electoral System in the Solomon Islands.
- Good understanding of the fundamentals of a free, fair, credible democratic election and strong leadership qualities.
- Good understanding of the wider government system
- Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.
- Demonstrated management capability and ability to carry out the functions of the Assistant Registration Officer as prescribed in the Electoral Act;
- Demonstrable strong leadership qualities as he or/She will represent on behalf of the Solomon Islands Electoral Commission (SIEC) at the Constituency level.
- Must possess exemplary communication skills with a very high degree of confidence when dealing with voters, politicians and the public;

#### **E. DESIRABLE CRITERIA**

- The Assistant Registration Officer will normally be a public service officer, however, if such an officer is not available, or cannot be spared, then the position can be publicly advertised.
- The Officer must not be affiliated with any political party and must have demonstrable experience of impartiality;

- Must not be actively involved in supporting a candidate contesting the election. All officials we will engage must remain apolitical and impartial in performing their roles as election officers.
- Must not an intending candidate be contesting the election.
- Previous experience in similar roles in voter registration or elections events would be an advantage.
- Physically and medically fit and healthy.

#### **F. QUALIFICATION**

- The nominee should have experience and/or data analysing, administration and/or management qualifications.

#### **G. TERMS AND CONDITIONS:**

Terms and Conditions of this Position will be specified in a Service Agreement upon appointment.