



**SOLOMON ISLANDS ELECTORAL OFFICE**  
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## RS FORM 2 – JOB DESCRIPTION

### SECTION A – POSITION DETAILS

|                              |                                  |
|------------------------------|----------------------------------|
| <b>POSITION TITLE:</b>       | Chief Electoral Officer (CEO)    |
| <b>MINISTRY:</b>             | Solomon Islands Electoral Office |
| <b>DUTY STATION:</b>         | Honiara                          |
| <b>POSITION NUMBER:</b>      | 268-00001                        |
| <b>MINISTRY VACANCY REF:</b> |                                  |
| <b>POSITION LEVEL:</b>       | SS5                              |
| <b>SALARY RANGE:</b>         | SBD\$ 174,916.00                 |

#### 1. INTRODUCTION:

This position is established under section 57A of the Constitution as amended by the Constitution (Amendment) (Electoral Reform) Act 2018 and therefore a Constitutional Post. The position is briefly prescribed as follows; -

- a) The position of the Chief Electoral Officer is established as a public office.
- b) The Chief Electoral Officer is the administrative head of the office responsible for electoral matters and other prescribed matters.
- c) The Governor-General may, acting on the advice of the Judicial and Legal Service Commission, appoint a suitably qualified and experienced person as the Chief Electoral Officer.
- d) Other terms and conditions of appointment and other functions, duties and powers of the Chief Electoral Officer are as prescribed.

#### 2. THIS POSITION REPORTS TO:

This position reports to the Solomon Islands Electoral Commission (SIEC) as established under section 57 of the Constitution.

#### 3. POSITION FUNCTION AND POWERS:

Section 16 of the Electoral Act 2018 states that the functions and powers of the CEO are as follows and are not limited to:

- a) *Administrate and* manage the Commission in the performance of its functions and the exercise of its powers;
- b) *Administrate and* manage the Office, its staff members and electoral officials;
- c) develop and formulate policies on the conduct of elections for consideration by the Commission and the Government;
- d) any other function or power specified in this Act or any other written law

## **SECTION B - SCOPE OF DUTIES**

The Chief Electoral Officer (CEO) is responsible for;

- a) the secretariat support function to SIEC, and that the Solomon Islands Electoral Office (SIEO) and SIEC are complying with the Constitution, Electoral Act and other relevant laws.
- b) undertaking the role of Secretary to the SIEC, ensuring the provision of a full secretariat support function is available to the Commission.
- c) being the accountable officer of the SIEO as provided for under section 12 of the Public Finance and Management Act 2013.
- d) Strategizing, formulating and coordinating the activities of the Commission in the conduct of all referendums and elections to the offices stipulated in the law.
- e) Managing all the assets and funds of the Commission to ensure effective and efficient utilization for the attainment of the Commission vision and mission;
- f) Guiding the Commission on policy and electoral law reviews;
- g) Implementing decisions of the Commission in its discharge of its constitutional mandate;
- h) Conducting Delimitation, Voter Registration and Elections effectively and efficiently;
- i) Human resourcing and development of the electoral staff;
- j) Providing strategic leadership to all Commission staff as the Head of the Secretariat;
- k) Enabling the Commission to discharge its Constitutional mandate professionally and transparently whilst maintaining the Commission's accountability for the conduct of referendums and elections to public office;
- l) Engaging all stakeholders of the Commission in a manner that promotes professionalism and integrity of the Commission; and
- m) Representing the Commission at national and international forums.

## SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- a) Administer the *Electoral Act 2018* and other related election laws;
- b) Manage the conduct of elections and voter registration events for national parliamentary elections, provincial government elections and Honiara City Council elections;
- c) Oversee the development, management and maintenance of appropriate logistical systems needed for elections and voter registration;
- d) Ensure secretariat duties to the Electoral Commission, including setting agenda's, minute-taking and presenting at meetings;
- e) Oversee the preparation of the Commission's budget, implementation of decisions arising from meetings, and ensuring implementation of Commission's policies and directives;
- f) Provide reports and timely information and advice on electoral matters to the Commission, the general public, media, Members of Parliament, Government authorities, and other key stakeholders in the electoral process;
- g) Consult regularly with the Attorney-General on legal matters regarding legislation administered by the Commission;
- h) Oversight all management functions within the Solomon Islands Electoral Office;
- i) Ensure clear strategic direction, good leadership and guidance for all staff;
- j) Ensure all planning and reporting activities including development, monitoring and annual review of strategic/corporate plans in accordance with all SIG governance requirements;
- k) Ensure preparation, implementation, monitoring & review of annual work plans align with the strategic direction within the Corporate Plan;
- l) Ensure training and development plans are developed, approved & implemented for all staff in line with SIG requirements on a fair and equitable basis;
- m) Ensure compliance with the *Public Finance and Management Act 2013*, SIG Financial Instructions, Circulars and/or Directives;
- n) Ensure the development, implementation and maintenance of appropriate ICT strategies, systems and operations;
- o) Prepare annual confidential reports on all Manager level positions in compliance with SIG General Orders;
- p) Ensure the Identification, development and implementation of a non-discriminatory, fair, transparent workplace that incorporates Gender & Social Inclusion (GESI) principles;
- q) Representing the SIEO and SIEC as required to external stakeholders, including regional and international electoral management bodies, Government Agencies, and the media;
- r) Undertake any other duties as reasonably required or directed by the SIEC.

## **SECTION D - KEY DELIVERABLES**

The incumbent of this position will have their performance assessed according to the progression of the following key deliverables:

- a) National and provincial elections conducted in a timely fashion and in accordance with relevant election laws;
- b) Voter registrations are held in a timely manner and conducted methodically;
- c) Electoral Reforms are implemented in good time - including amendments to the *Electoral Act 2018* and other relevant laws;
- d) Secretariat services to the Commission is fully implemented and rendered;
- e) Inter-governmental liaisons, consultations and collaborations;
- f) Local and international relations and liaisons with other election management bodies, and or with other international relevant international key agencies;
- g) Liaisons with key donor agencies that support the Commission.

## **SECTION E – QUALIFICATIONS AND CAPABILITIES**

### **E1 - Mandatory Qualifications:**

- a) Experience at a senior management or executive level in governance and within the Public Sector or Civil Society Sector.
- b) A good first degree in Administration, Social Sciences, Law, Information Technology, Business Administration, Education or any other relevant qualification.
- c) A relevant Master's Degree or any other post graduate qualification;
- d) Proven track record of performance, delivery and good governance,
- e) Knowledge of elections and Sound understanding and experience in democratic electoral processes; is an added advantage

### **E2 - Desirable Qualifications:**

- a) Post Graduate qualification in Public Administration or relevant Social Science discipline;
- b) Demonstrated skills, knowledge & relevant experience in supporting functions & responsibilities within or like that of the SIEO.

### **E3 - Capabilities Required:**

- a) Ability to interpret, explain and apply legislation and policy;
- b) Ability to deal with high levels of ambiguity, analyse complex problems and provide clear and logical advice and solutions;
- c) Ability to make timely decisions;
- d) Ability to engage with a broad range of stakeholders, communicate, negotiate and influence at an executive level;

- e) Ability to develop, lead and effectively manage teams

## SECTION F - KEY SELECTION CRITERIA (KSC)

Suitability for this position will be assessed against the following key selection criteria:

- KSC-1** Demonstrated experience working as part of an executive team successfully motivating, leading, influencing and managing others providing services in a highly politicised and regulated environment;
- KSC-2** Demonstrated high level, project management and planning skills for successfully managing very large and complex logistical activities with tight and immovable (i.e., legislated) deadlines;
- KSC-3** Demonstrated capability for crisis management, including developing strategies for identification and mitigating risks, being adaptive, flexible and responsive to resolving any potential problems and/or conflict in a proactive and timely manner;
- KSC-4** Broad experience at the senior level in advising, negotiating, influencing and working collaboratively with a range of key stakeholders on strategic matters, and the demonstrated ability to represent the SIEC in a professional manner;
- KSC-5** Demonstrated high level of written and verbal communication skills, including the ability to prepare complex written reports, and engage effectively with staff and clients at all levels whilst ensuring high levels of personal integrity, confidentiality, discretion, tact and diplomacy;
- KSC-6** Demonstrated strong commitment to upholding Public Service Values and Code of Conduct, and an excellent personal work attendance record. Demonstrated excellent knowledge of, or demonstrated ability to learn and ensure; all financial and human resource management related Legislation, Policy and Instructions are observed and always applied;

## SECTION G - TERMS AND CONDITIONS

|                                  |  |
|----------------------------------|--|
| <b>Term of Contract:</b>         | 5 years, with the possibility for extension. |
| <b>Fortnightly Salary:</b>       | SBD \$6,727.54                               |
| <b>Annual Salary:</b>            | SBD \$174,916.00                             |
| <b>Annual Leave entitlement:</b> | 28 Days                                      |

Entitlements, Allowances & Conditions of Service to be specified within an Employment Contract, will include necessary terms as similarly per Constitutional Post Holders' Terms and Conditions of Service.

## SECTION H - APPROVAL (*Business 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 Ministry/Office to achieve its objectives:*

.....  
**Responsible Officer**

..... 30/8/22  
**Date Approved**

*Additional Comments:*