



## SOLOMON ISLANDS ELECTORAL OFFICE

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## RS FORM 2 – JOB DESCRIPTION

### SECTION A – POSITION DETAILS

<b>POSITION TITLE:</b>	Principal Admin Officer (PAO-HRA) – Human Resources and Administration
<b>MINISTRY:</b>	Solomon Islands Electoral Office
<b>DIVISION/SECTION:</b>	Corporate Services/Human Resources
<b>DUTY STATION:</b>	Honiara
<b>POSITION NUMBER:</b>	268-00022
<b>MINISTRY VACANCY REF:</b>	SIEC/07/2022
<b>POSITION LEVEL:</b>	L 9/10
<b>SALARY RANGE:</b>	\$ 60,084.18 -\$ 76,488.05

**THIS POSITION REPORTS TO:** Corporate Services Manager

**THIS POSITION SUPERVISES:** The role supervises the Senior Admin Officer - Human Resources and Administration Officer.

### SECTION B - SCOPE OF DUTIES

A Solomon Islands Electoral Commission (SIEC) with responsibilities for registration of voters and the conduct of elections for national members of parliament is established under *The Constitution of Solomon Islands (Constitution)*. The Solomon Islands Electoral Office (SIEO) is responsible for providing the secretariat support function to Solomon Island Electoral Commission; and ensuring compliance with the Constitution, Electoral Act and other relevant laws.

Reporting to the Corporate Services Manager the Principle Admin Officer plays an important role in implementing the work of the Electoral Commission through timely and proactive development and implementation of all human resources and administration support related functions and initiatives.

The Principle Admin Officer will support and implementation the Mandatory responsibility of the Solomon Islands Electoral Office through:

- a) Development, Implementation & monitoring of a HR Annual Work Plan.
- b) Working closely with management to improve staff capacity through appropriate induction/orientation programs, and ensuring equitable access & opportunity for training and development to carry out their respective roles;
- c) Proactively identifying and ensuring timely merit-based recruitment and selection, performance management, attendance management, employee relations and change management initiatives within SIEO aligned to strategic reform.
- d) Provision of reliable and timely HR advice in a confidential, unbiased & professional manner for all HR related issues;

## **SECTION C - KEY DUTIES**

This position is required to undertake the following duties:

- a) Provide accurate and timely advice to senior management on all HR related issue, including but not limited to HR administration and personnel services, HR policy and reform, workforce planning and development, staffing budgets, recruitment and selection, induction & orientation, performance management, attendance, discipline and industrial relations.
- b) In consultation with relevant managers; develop then implement, monitor and report on progress of a HR Annual Work Plan.
- c) Identify and prioritise timelines for HR support and initiatives aligned with Electoral Events, the Electoral Reform Framework & Corporate Planning deliverables;
- d) Liaise with internal and external stakeholder's, Ministry of Public Service to ensure the efficient implementation of Public Sector Reform and processing of SIEO HR matters;
- e) Support the CEO, Corporate Services Manager and other senior managers to review organisational structures, functions and roles to ensure they remain current and aligned to the delivery of strategic goals and objectives;
- f) Prioritise, develop & review HR policies and processes and associated materials;
- g) Ensure HR policy and processes are developed and appropriately implemented.
- h) Prepare and present HR monthly reports to inform managers about HR activities and assist them with their HR decision making;
- i) In consultation with SIEC management team and other stakeholders incorporate capacity building strategies into the HR & Workforce Plan; addressing priorities identified through staff performance reviews, restructure & job analysis processes and succession planning initiatives;
- j) Ensure the Identification, development and implementation of all HR activities are offered and provided in a non-discriminatory, fair, transparent manner and incorporate Gender & Social Inclusion (GESI) principles;
- k) Undertake any other duties as reasonably required or directed by the CEO or Supervisor.

## **SECTION D - KEY DELIVERABLES**

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

- a) Development of HR Work Plan; inclusive of Recruitment & Selection, induction, orientation, performance management initiatives;
- b) Liaising with Provincial Government provincial Secretaries in recruitment of Electoral Officials for Provincial and Parliamentary Elections
- c) Progression of the HR Annual Work Plan activities;
- d) Reliability, high standard and quality of the HR & Admin services;
- e) Timely and accurate advice provided to management;
- f) Development of HR reporting, policy and procedures;
- g) Reviewing of Electoral officials Contract Service Agreements and terms
- h) 100% attendance (unless on authorised leave) and compliance with the Public Service Code of Conduct.

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

### **E1 - Mandatory Qualifications**

- a) Diploma or Bachelor Degree in Human Resource Management, Business Management or Public Administration
- b) 5+ years' HR Management experience

### **E2 - Desirable Qualifications**

- a) Experience in managing HR functions supporting governance and/or strategic reform within the Public Sector &/or Civil Society Sector.

### **E3 - Capabilities Required**

- a) Good understanding of Human Resource Management theory and practices;
- b) Ability to understand business concepts, explore various options, provide advice on complex human resource management issues to influence decision makers;
- c) Ability to develop and implement HR policy;
- d) Problem solving, decision making, Time Management, Planning and Co-ordination skills;
- e) Excellent interpersonal, verbal and written communication skills;
- f) Ability to design, develop & present information for a broad range of stakeholders, effectively and confidently communicating, negotiating and influencing at all levels;
- g) Ability to interpret, explain HR legislation & policy and translate this into practical business advice and solutions;
- h) Ability to prepare relevant information and statistics for reporting purposes.

## SECTION F - KEY SELECTION CRITERIA

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

- KSC-1** Extensive knowledge of Public Service human resource management and employment related laws, regulations and policies, or demonstrated ability to quickly learn and apply relevant laws, regulations and policies;
- KSC-2** Demonstrated experience in successfully leading and managing a team providing HR services in either the public or private sectors, with ability to implement change, coach and improve the performance of others.
- KSC-3** Excellent written, interpersonal and verbal communication skills to engage effectively with staff at all levels and work collaboratively with a range of stakeholders, with demonstrated ability to prepare high quality written reports that provide advice on strategic and contemporary HR matters for senior executive, managers and supervisors.
- KSC-4** Demonstrated excellent planning skills and a well organised approach to managing deadlines and multiple tasks at once; ability to develop Annual HR plans, implement, monitor and report on progress, with experience in analysing HR data from IT management systems, with a competence in Microsoft office applications including the use of Word, Excel, PowerPoint, internet and email systems.
- KSC-5** Demonstrate a strong commitment to upholding Public Service Values and Code of Conduct including high level of work attendance.

## SECTION G - TERMS AND CONDITIONS

**Fortnightly Salary:** \$ 2,310.93 - \$ 2,941.85

**Annual Salary:** \$ 60,084.18 - \$76,488.05

**Annual Leave entitlement:** 28 days

**Other Conditions of Service relevant to this position:**

- 10% housing allowance is paid per fortnight if housing is NOT provided.

## 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 corporate objectives:*

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**Date Approved**.....  


**Chief Electoral Officer/Responsible Officer**

*Additional Comments:*