



SOLOMON ISLANDS ELECTORAL OFFICE

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RS FORM 2 – JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE:	Principal Electoral ICT Officer (PEICTO)
MINISTRY:	Solomon Islands Electoral Office
DIVISION/SECTION:	Operation Management
DUTY STATION:	Honiara
POSITION NUMBER:	268-00024
MINISTRY VACANCY REF:	SIEC/05/2022
POSITION LEVEL:	L9/10
SALARY RANGE:	\$ 60,084.18 - \$ 76,488.05

THIS POSITION REPORTS TO: Operations Manager

THIS POSITION SUPERVISES: The ICT & Registration Officer, Assistant Registration Officer and staff under the Datacentre of the Solomon Islands Electoral Office.

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 Operation Manager the Principal Electoral ICT Officer plays an important role in implementing the work of the Electoral Commission through timely and proactive development and implementation of functions related to elections, voter registration and Communication & information technology by ensuring voters' details are accurately recorded electronically, stored securely and readily made available for the purposes of elections.

- a) Ensuring cyber security measures are established and maintained to support a significant increase in data transactions;
- b) Ensuring Electoral registration data are safe and secured
- c) Providing ICT related planning, training, advice and support to the Provinces and Headquarters.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- a) Identify and prioritise timelines for ICT support and initiatives aligned with Electoral Events, the Electoral reform strategies;
- b) Provide accurate and timely advice on all ICT related issues;
- c) Ensuring data recording procedures, necessary equipment and security measures for data transactions;
- d) Providing support for the management of information traffic through systems and platforms;
- e) Keep up to date with cyber security issues and strategies to minimise crime risks;
- f) Develop and maintain professional relationships with internal and external stakeholder's including SIG ICTCSU to ensure the implementation of Public Sector Reform and data security matters;
- g) Ensure ICT policy and secure processes are developed and implemented, including where appropriate in provincial office
- h) Contribute to the development of a team budget for ICT related matters;
- i) Identify ICT strategies that incorporate Gender & Social Inclusion (GESI) principles to support inclusivity and equitable access to voter information and electoral services;
- j) Provide content for voter awareness training manuals when necessary;
- k) Contribute to SIEO professional public image by ensuring voting citizenry are able to access Electoral registration processes;
- l) In consultation with relevant managers; develop then implement, monitor and report on progress of a Data Centre Annual Workforce Plan for SIEO;
- m) Developing and implementing systems and programs to monitor and evaluate ICT & Data Centre implemented activities;
- n) Prepare and present monthly statistics and reports to inform managers about ICT & Data related activities and assist them with their decision making;
- o) In consultation with the SIEC Executive incorporate team capacity building strategies into the Data Centre Workforce Plan;
- p) Responsible for the safe keeping of ICT system related Assets and Equipment;
- q) Undertake any other duties as reasonably required or directed by the Supervisor.

SECTION D - KEY DELIVERABLES

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

- i. Development and implementation of the ICT & Data Centre team Annual Work Plan activities;
- ii. Development and implementation of a project plan for the potential merging of SIEC data into SIG ICTCSU;
- iii. All necessary security measures built into system capabilities ensuring data transactions between provincial electoral offices and headquarters are secure and minimise risks of cybercrime;
- iv. Development of ICT reporting, policy and procedures and required training within provincial offices and Headquarters' that support election processes;
- v. Reliability, high standard and quality of the ICT and Data Centre advice and support provided;
- vi. 100% attendance (unless on authorised leave) and compliance with the Public Service Code of Conduct.

SECTION E – QUALIFICATIONS AND CAPABILITIES

E1 - Mandatory Qualifications

- a) Tertiary Qualification in the discipline of Information and Communication Technology;
- b) 3+ years' Information Technology and/or Data Centre Management experience.

E2 - Desirable Qualifications/Experience

- a) Experience in managing ICT & Data Centre functions within the Solomon Islands or similar Pacific Islands country supporting ICT strategic reform within the Public Sector &/or Civil Society Sector.

E3 - Capabilities Required

- b) Ability to develop and implement ICT policy;
- c) Fluency and confidence in both oral and written English;
- d) Knowledge of the geography and the logistical constraints involved in servicing the voter population throughout Solomon Islands;
- e) Extensive knowledge of the Internet and Information Technology availability in Solomon Islands, and a sound understanding of users and accessibility to communication platforms;
- f) Understanding of ICT system program design to minimise cyber security threats and risks;
- g) Manage, lead and motivate a team to achieve goals and objectives;
- h) Effective engagement with a broad range of stakeholders;
- i) Ability to interpret, explain ICT concepts and translate this into practical business advice and solutions;
- j) Ability to maintain confidentiality and neutrality in a sensitive environment;
- k) Problem solving, decision making, time management, planning and co-ordination skills.

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 Information Technology management and cyber 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 a team providing ICT Data Centre support services in either the public or private sectors, with ability to develop Annual Work Plans, implement significant change, monitor and report on progress, coach and improve the performance of others;
- KSC-3** Excellent written, interpersonal and verbal communication skills with a demonstrated ability to design, develop & present information effectively, work collaboratively, negotiating and influencing at all levels;
- KSC-4** Demonstrated excellent planning skills and a well organised approach to managing deadlines and multiple tasks at once; conceptual and organisational skills for successfully identification and mitigation of risks within a highly politicised, and regulated environment;
- 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 ICT accurately reflects the requirements of the position and will assist the Ministry/Office to achieve ICTs corporate objectives:


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Chief Electoral Officer/Responsible Officer


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Date Approved

Additional Comments: