



SOLOMON ISLANDS ELECTORAL OFFICE

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RS FORM 2 – JOB DESCRIPTION

SECTION A – POSITION DETAILS

MINISTRY/AGENCY/OFFICE:	Solomon Islands Electoral Office
DIVISION/SECTION:	Cooperate Service Unit
DUTY STATION:	Honiara
POSITION NUMBER (HRMIS):	268-00021
MINISTRY VACANCY REF:	SIEC/08/2022
POSITION TITLE:	Clerical Officer
POSITION LEVEL:	L5/4
SALARY RANGE:	\$ 1,042.60- 1,534.25

THIS POSITION REPORTS TO: Corporate Service Manager, through the Admin Officer

LIAISONS:

Internal: All Electoral staff and Management

External: All Public Service Ministries, for other stakeholders through the direction of supervisors

SECTION B - SCOPE OF DUTIES

The Clerical Officer assist and provides Clerical and administration support to all departments within the Solomon Islands Electoral Office. This position assists SIEO in providing Clerical and administrative support to ensure efficient operation of the Solomon Island Electoral Office. The Clerical Officer supports the office through a variety of tasks related to organizational administration, communications and liaisons.

SECTION C - KEY DUTIES

This position is required to undertake the following duties:

- a) Reception administrative tasks, calls and schedules, front desk enquiries
- b) Liaising with SIEO Senior Staff and Management organizing and scheduling appointments

- c) Handling inquiries and incoming work requests
- d) Reviewing files and records to answer requests for information
- e) Checking and distributing documents and correspondence
- f) Receiving, sorting and distributing incoming mail
- g) Maintaining and storing filing systems
- h) preparing and sending outgoing mailings and packages
- i) Updating and maintaining administration databases
- j) Monitoring and ordering inventory of office supplies
- k) Any other tasks directed to undertake

SECTION D - KEY DELIVERABLES

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

- a) Administrative tasks are managed, scheduled and processed as directed
- b) Administrative assistance to all departments through secretarial support
- c) 100% attendance (unless on authorised leave) and compliance with Code of Conduct

SECTION E – QUALIFICATIONS AND CAPABILITIES

E1 - Mandatory Qualifications

- a) A Tertiary qualification in Business Administration or Business studies plus 2 years work relevant experience in either the public sector or private.

E2 - Desirable Qualifications

- a) knowledge of office management systems and procedures
- b) knowledge of administrative procedures
- c) knowledge of basic communication procedures
- d) Certificate in Business studies or secretarial Studies

SECTION F - KEY SELECTION CRITERIA

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

- KSC-1.** *Ability to effectively manage office administrative matters*
- KSC-2.** *Excellent time management skills and the ability to prioritize work*
- KSC-3.** *Ability to accurately follow instructions.*
- KSC-4.** *Well-developed computing skills in particular in using Microsoft Word, Excel, and Outlook and using of office equipment and assets*
- KSC-5.** *Excellent written and verbal communication skills.*
- KSC-6.** *Ability to apply sound decision making on complex matters and poses problem solving skills*
- KSC-7.** *Ability to work under pressure and meets tight deadlines*

KSC8. *Excellent interpersonal skills.*

KSC9. *Must be able to 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: \$ 1,042.60 - \$ 1,534.25

Annual Salary: \$ 27,107.57 - 39,890.49 p/a

Annual Leave entitlement: 21 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:



.....
Chief Electoral Officer/Responsible Officer

29/8/22
.....
Date Approved

Additional Comments: