



Solomon Islands Electoral Office
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TEMPORARY ELECTORAL POSITION

SIEO APPLICATION FORM

A. POSITION DETAILS APPLIED FOR:

If you wish to apply for a single position – complete all components of this sheet

If you wish to apply for more than one position, we ask that you only submit one application, that you mark X against the posts that you wish to apply for – and write see annex in the Position title and Reference. and you write one cover letter addressing all positions key selection criteria

Position Title:

Position Ref #:

Duty Station/ Ward, Constituency and Province applied for:

Instructions – Please provide the following information required. Failure to complete this form can disqualify your application from further consideration. Completed applications should be returned or forwarded to the Cooperate Service Unit, Solomon Island Electoral Office.

B. PERSONAL INFORMATION:

Surname:

First Name:

Middle Name:

Title (Mr. Ms, Mss)

Gender: (Please tick)

Male

Female

Date of Birth:(DD/MM/YY)

Place of Birth:

Religion (Denomination)

Home Village

Province

C. OTHER RELEVANT INFORMATION:

Are you a Registered Voter

YES

NO

Are you have a disability?

YES

NO

Describe the nature of your disability:

D. CONTACT DETAILS :(how can we contact you)

Telephone number (during Official Hours)

Mobile Phone Number

Email Address			
E. CURRENT EMPLOYMENT DETAIL			
Are you Presently Employed? YES / NO			
If Yes, state your occupation:			
If yes, State the Employment Sector (Mark the Relevant Sector) and indicate below the Company/Ministry/Agency or Organization that you worked for;	Solomon Islands Government (public sector)	Provincial Government (Direct Employees)	Non- Government Organization
	Private Sector	Social Sector	Others
EMPLOYER CONTACT DETAIL (Company/ Ministry/ Agency or organization)			
Telephone number (during Official Hours)			
Mobile phone number:			
Email Address			
F. WORK EXPERIENCE			
Any previous or Similar work experience in Elections, (<i>national general election, provincial assembly election, Honiara city council election, and any- by-elections or voter registration</i>).	YES <input type="checkbox"/>	NO <input type="checkbox"/>	
If Yes, please briefly explain your experience (<i>i.e. What role did you fulfil</i>)			
G. EDUCATION LEVEL			
Highest Education Level (<i>Mark Relevant Level</i>) and specify below the field of your qualifications.	Primary School	Secondary School	Vocational
	Diploma	Degree/higher	Non-Application

H. REFEREE CONTACT DETAILS			
Referee 1		Referee 2	
Full Name		Full Name	
Position Title		Position Title	
Organization		Organization	
Address		Address	
Phone/mobile number		Phone/mobile number	
Email address		Email address	
I. NOTICE			
<p>a. All information will be treated with confidentiality and will not be disclosed or used for any other purposes other than to assess the suitability of a person to work for the Solomon Islands Electoral Commission.</p> <p>b. Applications with substantial qualifications or work experience must attach a CV and Certificate of achievement unless otherwise indicated.</p> <p>c. This form, and annex if applying for multiple positions, must be fully completed and signed solely by the applicant.</p>			
J. SIGNATURE			
<p>Application form signed on this, the _____ day of _____ 20.....</p> <p>Signature: _____</p>			

Annex 1. SIEO Temporary Contract Vacancies

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My application coversheet and supporting documentation meets the minimum requirements of my application for the following position/s:
(only mark an 'X' in the Application (App) column below for the positions you wish to apply for and believe you meet minimum requirements)

App	Vacancy No.	Position Ref	Position Title	Location	No Positions to fill	Status
	SIEO/101/23	268-T0101	Election Managers	Central	1	Temp. Contract
	SIEO/101/23	268-T0102	Election Managers	Choiseul	1	Temp. Contract
	SIEO/101/23	268-T0103	Election Managers	Guadalcanal	1	Temp. Contract
	SIEO/101/23	268-T0104	Election Managers	Honiara City Council	1	Temp. Contract
	SIEO/101/23	268-T0105	Election Managers	Isabel	1	Temp. Contract
	SIEO/101/23	268-T0106	Election Managers	Makira	1	Temp. Contract
	SIEO/101/23	268-T0107	Election Managers	Malaita	1	Temp. Contract
	SIEO/101/23	268-T0108	Election Managers	Renbel & Bellona	1	Temp. Contract
	SIEO/101/23	268-T0109	Election Managers	Temotu	1	Temp. Contract
	SIEO/101/23	268-T0110	Election Managers	Western	1	Temp. Contract
	SIEO/102/23	268-T0111	Provincial Accountants	Central	1	Temp. Contract
	SIEO/102/23	268-T0112	Provincial Accountants	Choiseul	1	Temp. Contract
	SIEO/102/23	268-T0113	Provincial Accountants	Guadalcanal	1	Temp. Contract
	SIEO/102/23	268-T0114	Provincial Accountants	Honiara City Council	1	Temp. Contract
	SIEO/102/23	268-T0115	Provincial Accountants	Isabel	1	Temp. Contract
	SIEO/102/23	268-T0116	Provincial Accountants	Makira	1	Temp. Contract
	SIEO/102/23	268-T0117	Provincial Accountants	Malaita	1	Temp. Contract
	SIEO/102/23	268-T0118	Provincial Accountants	Renbel & Bellona	1	Temp. Contract
	SIEO/102/23	268-T0119	Provincial Accountants	Temotu	1	Temp. Contract
	SIEO/102/23	268-T0120	Provincial Accountants	Western	1	Temp. Contract
	SIEO/103/23	268-T0121 & 22	Returning Officer /s-Constituency	Central	2	Temp. Contract
	SIEO/103/23	268-T0123 - 25	Returning Officer /s-Constituency	Choiseul	3	Temp. Contract
	SIEO/103/23	268-T0126 - 33	Returning Officer /s-Constituency	Guadalcanal	8	Temp. Contract
	SIEO/103/23	268-T0134 - 36	Returning Officer /s-Constituency	Honiara City Council	3	Temp. Contract
	SIEO/103/23	268-T0137- 39	Returning Officer /s-Constituency	Isabel	3	Temp. Contract
	SIEO/103/23	268-T0140 - 43	Returning Officer /s-Constituency	Makira	4	Temp. Contract
	SIEO/103/23	268-T0144 - 57	Returning Officer /s-Constituency	Malaita	14	Temp. Contract
	SIEO/103/23	268-T0158	Returning Officer /s-Constituency	Renbel & Bellona	1	Temp. Contract

Annex 1. SIEO Temporary Contract Vacancies

App	Vacancy No.	Position Ref	Position Title	Location	No Positions to fill	Status
	SIEO/103/23	268-T0159 - 61	Returning Officer /s-Constituency	Temotu	3	Temp. Contract
	SIEO/103/23	268-T0162- 70	Returning Officer /s-Constituency	Western	9	Temp. Contract
	SIEO/104/23	268-T0171- 83	Returning Officer- Wards	Central	13	Temp. Contract
	SIEO/104/23	268-T0184- 204	Returning Officer- Wards	Guadalcanal	21	Temp. Contract
	SIEO/104/23	268-T0205- 216	Returning Officer- Wards	Honiara City Council	12	Temp. Contract
	SIEO/104/23	268-T0217- 232	Returning Officer- Wards	Isabel	16	Temp. Contract
	SIEO/104/23	268-T0233- 252	Returning Officer- Wards	Makira	20	Temp. Contract
	SIEO/104/23	268-T0253- 285	Returning Officer- Wards	Malaita	33	Temp. Contract
	SIEO/104/23	268-T0286- 295	Returning Officer- Wards	Rennell & Bellona	10	Temp. Contract
	SIEO/104/23	268-T0296- 313	Returning Officer- Wards	Temotu	18	Temp. Contract
	SIEO/105/23	268-T0314- 326	Assistant Returning Officer- (Wards)	Central	13	Temp. Contract
	SIEO/105/23	268-T0327- 342	Assistant Returning Officer- (Wards)	Choiseul	16	Temp. Contract
	SIEO/105/23	268-T0343-363	Assistant Returning Officer- (Wards)	Guadalcanal	21	Temp. Contract
	SIEO/105/23	268-T0364- 375	Assistant Returning Officer- (Wards)	Honiara City Council	12	Temp. Contract
	SIEO/105/23	268-T0376 -391	Assistant Returning Officer- (Wards)	Isabel	16	Temp. Contract
	SIEO/105/23	268-T0392- 411	Assistant Returning Officer- (Wards)	Makira	20	Temp. Contract
	SIEO/105/23	268-T0412-444	Assistant Returning Officer- (Wards)	Malaita	33	Temp. Contract
	SIEO/105/23	268-T0445-454	Assistant Returning Officer- (Wards)	Renbel & Bellona	10	Temp. Contract
	SIEO/105/23	268-T0455-472	Assistant Returning Officer- (Wards)	Temotu	18	Temp. Contract
	SIEO/105/23	268-T0473-498	Assistant Returning Officer- (Wards)	Western	26	Temp. Contract
	SIEO/106/23	268-T0499	Voter Awareness Coordinators	Central	1	Temp. Contract
	SIEO/106/23	268-T0500	Voter Awareness Coordinators	Choiseul	1	Temp. Contract
	SIEO/106/23	268-T0501	Voter Awareness Coordinators	Guadalcanal	1	Temp. Contract
	SIEO/106/23	268-T0502	Voter Awareness Coordinators	Honiara City Council	1	Temp. Contract
	SIEO/106/23	268-T0503	Voter Awareness Coordinators	Isabel	1	Temp. Contract
	SIEO/106/23	268-T0504	Voter Awareness Coordinators	Makira	1	Temp. Contract
	SIEO/106/23	268-T0505	Voter Awareness Coordinators	Malaita	1	Temp. Contract
	SIEO/106/23	268-T0506	Voter Awareness Coordinators	Renbel & Bellona	1	Temp. Contract
	SIEO/106/23	268-T0507	Voter Awareness Coordinators	Temotu	1	Temp. Contract
	SIEO/106/23	268-T0508	Voter Awareness Coordinators	Western	1	Temp. Contract

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App	Vacancy No.	Position Ref	Position Title	Location	No Positions to fill	Status
	SIEO/107/23	268-T509-610	Voter and Awareness Assistant	assigned provinces	102	Temp. Contract
	SIEO/108/23	268-T611	Communication & Admin Officer	Central	1	Temp. Contract
	SIEO/108/23	268-T612	Communication & Admin Officer	Choiseul	1	Temp. Contract
	SIEO/108/23	268-T613	Communication & Admin Officer	Guadalcanal	1	Temp. Contract
	SIEO/108/23	268-T614	Communication & Admin Officer	Honiara City Council	1	Temp. Contract
	SIEO/108/23	268-T615	Communication & Admin Officer	Isabel	1	Temp. Contract
	SIEO/108/23	268-T616	Communication & Admin Officer	Makira	1	Temp. Contract
	SIEO/108/23	268-T617	Communication & Admin Officer	Malaita	1	Temp. Contract
	SIEO/108/23	268-T618	Communication & Admin Officer	Renbel & Bellona	1	Temp. Contract
	SIEO/108/23	268-T619	Communication & Admin Officer	Temotu	1	Temp. Contract
	SIEO/108/23	268-T620	Communication & Admin Officer	Western	1	Temp. Contract
	SIEO/109/23	268-T621	Provincial Training Coordinator	Central	1	Temp. Contract
	SIEO/109/23	268-T622	Provincial Training Coordinator	Choiseul	1	Temp. Contract
	SIEO/109/23	268-T623	Provincial Training Coordinator	Guadalcanal	1	Temp. Contract
	SIEO/109/23	268-T624	Provincial Training Coordinator	Honiara City Council	1	Temp. Contract
	SIEO/109/23	268-T625	Provincial Training Coordinator	Isabel	1	Temp. Contract
	SIEO/109/23	268-T626	Provincial Training Coordinator	Makira	1	Temp. Contract
	SIEO/109/23	268-T627	Provincial Training Coordinator	Malaita	1	Temp. Contract
	SIEO/109/23	268-T628	Provincial Training Coordinator	Renbel & Bellona	1	Temp. Contract
	SIEO/109/23	268-T629	Provincial Training Coordinator	Temotu	1	Temp. Contract
	SIEO/109/23	268-T630	Provincial Training Coordinator	Western	1	Temp. Contract
	SIEO/110/23	268-T631-681	Voter and Awareness Assistant Coordinators	assigned provinces & constituency	51	Temp. Contract

I confirm that:

- a) this is my only submission for the announced SIEO vacancies
- b) I am applying for all the checked 'X' vacancies in the above list, and I have initialled each page of this annex
- c) All of the documentation provided with my application are official and free of alteration or modification, and originals will be provided upon request
- d) I acknowledge that only the best applicants, and not all applicants that meet the minimum requirements, will be contacted for ongoing assessment.
- e) I will make myself readily available to participate in all selection activities, and accept disqualification should I fail to show or actively participate
- f) I will actively disclose any real or perceived forms of Conflict of Interest in my cover letter before participating in any recruitment and selection activities

Name: _____

Signature _____

Date _____