

Sample Cover Letter

Kila Teeha
C/- KGIV
PO Box 234
Ranadi
Honiara

27 November 2023

To: Chief Electoral Officer,
Solomon Island Electoral Office
PO Box 1500, Honiara

Attention: SIEO Human Resource Unit

RE: Application Temporary Electoral Positions For National and Provincials in 2024

I would like to apply for the following position listed and checked in my attached Temporary Election Positions application form, and believe I have the right experience, qualifications and skills to perform any of the identified roles. I have attached the following documents as required to this application letter.

- 1. Completed SIEO Temporary Election Positions Application Form**
- 2. Copy of my CV**
- 3. Certified copies of my qualifications**
- 4. 2 Reference letters**

Please accept this cover letter to **support my application for the following positions listed and checked in my attached Application Form :**

No.	Vacancy No.	Position Ref	Position Title	Location
1.	SIEO/103/23	268-T0121 & 22	Returning Officer /s-Constituency	Central
2.	SIEO/103/23	268-T0126 - 33	Returning Officer /s-Constituency	Guadalcanal
3.	SIEO/103/23	268-T0134 - 36	Returning Officer /s-Constituency	Honiara City Council
4.	SIEO/104/23	268-T0171- 83	Returning Officer- Wards	Central
5.	SIEO/104/23	268-T0184- 204	Returning Officer- Wards	Guadalcanal
6.	SIEO/104/23	268-T0205- 216	Returning Officer- Wards	Honiara City Council
7.	SIEO/105/23	268-T0314- 326	Assistant Returning Officer- (Wards)	Central
8.	SIEO/105/23	268-T0343-363	Assistant Returning Officer- (Wards)	Guadalcanal
9.	SIEO/105/23	268-T0364- 375	Assistant Returning Officer- (Wards)	Honiara City Council
10.	SIEO/109/23	268-T621	Provincial Training Coordinator	Central

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No.	Vacancy No.	Position Ref	Position Title	Location
11.	SIEO/109/23	268-T623	Provincial Training Coordinator	Guadalcanal
12.	SIEO/109/23	268-T624	Provincial Training Coordinator	Honiara City Council

I would be honoured I was selected again to support the April 2024 elections. I am very keen in witnessing and support the facilitation of running of both national and provincial elections at the same time. Having held temporary roles in past election I feel I am well placed to support this consolidate event.

From my attached documents you will see that I meet the minimum requirements for these positions. As I am applying for multiple vacancies, I will address positions key selection criteria by classification, and focus on position specific key selection criteria first, followed by common key selection criteria.

Essentially, I am applying for 4 roles across multiple locations due to past experience and my personal language skills, community relationships and provincial heritage.

Specific KSC & notes for SIEO/103/23 Returning Officer - Constituency Central/ Guadalcanal / HCC	
KSC 1	<i>Sound knowledge and understanding of a public officer, subject to the performance of the officer during past Registration and Election Events and have very good knowledge of laws and processes governing the registration and elections in the Solomon Islands</i>
Resp	Having held Temporary electoral positions in the past, I have studied both the Election Act and Election Manual and operated to their instructions and tasking. I would like the opportunity to further develop my skills, as I wish to continue to support elections that provide the opportunity for entitled individuals to choose their leaders and changes for our great nation.
Specific KSC & notes for SIEO/104/23 Returning Officer – Wards Central/ Guadalcanal/ HCC	
KSC 1	<i>See KSC1 for vacancy SIEO/103/23</i>
<u>Additional notes</u> Having been through and ARO selection process, and as teach with leadership, time management, planning and coordination skills I would like the opportunity to lead, coordination and train my team to: management and nominations and ballot paper draws. to ensure information is disseminated, all materials transported, released, and kept safe and secure to ensure security and protection of the election (and apply all that I have learnt from my ARO experience	
Specific KSC & notes for SIEO/104/23 SIEO/105/23 Assistant Returning Officer - Wards	
See additional note above as they apply to continuing in an ARO role as well. Particularly, as I speak island dialect of my parents homes (Guadalcanal and Central); and am known to provincial assembly members, church groups, womens groups and fully versed in Ward boundaries, mobility challenges and alternative routes and opportunities.	
Specific KSC & notes for SIEO/109/23 Provincial Training Coordinator - Guadalcanal/ HCC	
With my teaching skills and having already a PTC role I believe that I could continue to contribute to the success of the 2024 elections by: <ul style="list-style-type: none"> i. Delivery quality training to other temporary officers both in the province and constituencies ii. Improving the training reporting and evaluation of participants, venues and activities iii. Support the standardisation of responses to queries iv. Assist EM, RO, temporary team with all training and development needs 	

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Common Key Selection Criteria	
KSC 2	<i>Officer must not be affiliated with any, political party, not support any candidate, or have any political connection at all and must demonstrate experience of highest impartiality, neutrality and unbiased judgement possible, and must not be a consenting candidate for elections</i>
Resp.	<p>I am not affiliated with any political party or candidate. I fully understanding that as a temporary officer I need act with impartially respect, and integrity, neutrality, transparency, fairness and protect the secrecy of the vote.</p> <p>This is why to avoid any perceived conflict of interest I am not apply for the PTC Central Post which I have previously successfully completed; as my Uncle is a candidate for the National Election. That said I believe I could easily deliver the same responsibilities in my maternal Guadalcanal, or everyone's' home – HCC.</p> <p>I also know that I could continue to demonstrate the same level of responsibility and service as I have done in the past as an ARO for Guadalcanal East Central in the last provincial elections; and even apply them at a higher level as RO.</p>
KSC 3	<i>Have excellent written, interpersonal and verbal communication skills with a demonstrated ability and confidence to reason cases of Objection and Omission and constructively and collaboratively make sound and legal decisions during the Objection and Omission Period.</i>
Resp.	Under the guidance and training of election teams I know believe that I could implement the fair, transparent, and implement all Election Manual process to ensure sound, transparent, defensible legal decisions were made in a safe and coordinated environment.
KSC 4	<i>Demonstrated good problem-solving skills, conflict resolution and analysis, time management, planning, coordination skills and high self-motivation to successfully manage the tribunal or arbitration process during objection and omission</i>
Resp.	As a PTC, and ARO I have learnt that all Electoral Process are fully time bound and require standardized processes and when appropriate standardised response. In my past experience with elections I have also done my best to plan, coordinate, deliver and meet my responsibilities and to partner and support other officers so we maximise or coordination and planning to gain value for money for our activities whilst extending our reach, public understanding, and compliance with election processes, requirements and dates.
KSC 5	<i>Demonstrate a strong commitment to upholding principles of Democratic Universal Suffrage, Impartiality, unbiased, braveness, confident, able to withstand registration-related pressure and resolve issues to objection and omission case by case.</i>
Resp.	See response to KSC 2 & 3 as they also meet this criteria

I feel I have the skills and experience to do all of the roles I have applied for, and I am willing and able to work at all of my stated locations at a constituency or ward level. I know I would welcome the opportunity to contribute to the success of dual national and provincial elections. I know I can act with professionalism and represent the Electoral Office and Commission with integrity and impartiality.

In 2023 KG-VI has shown commitment and flexibility to national goals and targets; and my supervisors are already aware and supportive of my application for a temporary electoral post. Allowing me to compete for these positions demonstrates the school's administrative support and respect for the 2024 Elections.

Attached is the required documentation to support my application. If you have any further questions, please email and I will respond within 24hours.

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Sincerely,

Kila Ofica
Senior Year 9 English Teacher
King George National High School

Attachments

1. SIEO Application Form
2. cover letter responding to all position key selection criteria
3. curriculum vitae
4. certified copy of my Bachelor of Arts Certificate
5. Certified copy of my Post-Graduate Diploma Education
6. Cover page copy of my PTC Temporary Engagement with SIEO
7. Cover page of my ARO Temporary Engagement with SICEO
8. 2 References
 - a. Principal of KG-IV
 - b. EM for ARO role