



SOLOMON ISLANDS ELECTORAL COMMISSION
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JOB DESCRIPTION

SECTION A – POSITION DETAILS

POSITION TITLE: **Returning Officer – Ward (ROW)**
MINISTRY: **Solomon Islands Electoral Office**
DIVISION/SECTION: **Operation Department** **DUTY STATION:** **Provincial**
POSITION NUMBER: **268-T0171- 313** **MINISTRY VACANCY REF:** **SIEO/104/23**
POSITION LEVEL: **Contract** **SALARY RANGE:** **Fix Rate**

THIS POSITION REPORTS TO: **Election Manager/ SIEO**

THIS POSITION SUPERVISES: **Assistant Returning Officers, Polling & Counting Officials**

SECTION B - SCOPE OF DUTIES

The Solomon Islands Electoral Commission (SIEC) is established under section 57 and mandated under Section 58 of the Constitution of Solomon Islands to conduct the registration of voters and elections for National Members of Parliament. The legal framework also provides for conducting of Provincial Assemblies, and Honiara City Council elections. The Solomon Islands Electoral Office (SIEO) is the Secretariat of the Commission established under Division 3 of the Electoral Act 2018. It is managed by the Chief Electoral Officer (CEO); and is responsible for providing the secretariate support, technical, administrative functions to the SIEC; and ensuring compliance with the Solomon Islands Constitution 1978, Electoral Act 2018, and associated electoral legal framework.

The Solomon Islands Electoral Office (SIEO) in preparing for conducting the 2024 Joint Elections - National General Election, Honiara City Council and 7 provincial Assembly Elections, is undertaking the recruitment of its Temporary Election Workers. As part of its recruitment strategy the SIEO seeks to recruit 143 Returning Officer Ward. There will be 1 Returning Officer-Ward (for each ward conducting an election), established under the legal provisions of the Provincial Assembly and Honiara City Council Acts and Regulations. Purposely, to conduct the ward election within the ward appointed for.

The SIEO is seeking interested and fitting persons to work as a Returning Officer to each Ward. The Returning Officer is subject to all directions and instructions of the Chief Electoral Officer and the SIEO, under the guidance of the Election Manager.

The core summarised role of these Returning Officers is to conduct the provincial ward election for the assigned ward.

SECTION C - KEY DUTIES

1. Organising, appointing, training, and performance managing Assistant Returning Officers, Presiding Officers, Polling Assistants and Counting Officers;
2. Receive, assess, process and promulgate nominations for persons applying to stand as candidates for the ward appointed for;
3. Receive, receipt and account for, nomination deposits;
4. Conduct the ballot paper draw, and promulgate the outcomes.
5. Manage Assistant Returning Officers and Polling officials;
6. Disseminate information, instructions and guidance issued by the Solomon Islands Electoral Office to Assistant Returning Officers;
7. Prepare and publish election notices.
8. Collect equipment and resources necessary for the polling station in the Province. Check and receive all received election materials.
9. Ensure the safe and secure transportation of materials (including ballot boxes)
10. Ensure the safe and secure distribution of materials to Assistant Returning Officers;
11. Ensure the safe and secure distribution of Ballot Papers to Assistant Returning Officers and presiding Officers;
12. Ensure that the Assistant Returning Officer check all ballot papers before completing necessary copies of the "Returning Officer's Ballot Paper Receipt" form.
13. Acting as a contact point for Assistant Returning Officers;
14. Deliver nomination forms and copies back to the SI Electoral Office.
15. Facilitate the provision of assistance and provide guidance to Assistant Returning Officers to enable these officers to carry out their duties;
16. Being available and contactable during all working hours;
17. Manage expenditure on the funds provided, including money provided to Assistant Returning Officers;
18. On completion of the election, acquit funds, and return the remaining funds to the SI Electoral Office.
19. Report, both orally and in writing, to the Chief Electoral Officer, on the progress, or otherwise, of the various stages of the election process in each Ward within the Province;
20. Response to the request within 12 hours for an update asked of you on your Wards in the Province by the Chief Electoral Officer;
21. Collate necessary reports and submit to the Chief Electoral Officer/SIEO;
22. Provide information to the public concerning nominations, voting, counting and other electoral matters; and
23. Keep an accurate diary of all occurrences throughout the whole Election period.
24. Retrieve and return electoral materials to the Electoral Manager;
25. Available for post-election activities (petitions, etc)
26. Full compliance with the Public Service Code of Conduct
27. Any other reasonable duties as instructed by their Reporting Officer and SIEO Senior Management Team.

SECTION D - KEY DELIVERABLES

The incumbents of this position will have their performance assessed according to the progression of full implementation of the duties accorded to.

SECTION E – QUALIFICATIONS AND CAPABILITIES

Mandatory Qualifications

- Diploma with 5yr experience or Degree with 4 yrs experience, in administration, finance and management
- Broad knowledge, understanding, and experience of the Electoral System in the Solomon Islands.
- Have past experience in electoral processes and compliance, recruiting and supervising others, managing funds and timely acquittals
- Provincially based
- declared fit and healthy to meet required services and responsibilities
- no history of, and free of any police charges

Desirable Qualifications/Experience

- Experience in arbitration or conflict resolution and management, in the field of Law and Social Sciences or Development Work.
- Experience working in past by-elections, registration and elections with Honiara City Council, Provincial Government and National Government
- Experience working in a conflict management environment
- Experience in community work negotiating community issues and understanding the context of our provinces, ethnicity, race, religion or gender
- Have the ability to be patient with community people, understand their mode of communication, language or dialect and be able to have exemplary customer service.
- Facilitate the provision of assistance and provide guidance to Assistant Returning Officers to enable those officers to carry out their duties

Capabilities Required

- Good knowledge and understanding of the Electoral System in the Solomon Islands.
- Good understanding of the fundamentals of a free, fair, credible democratic election and strong leadership qualities.
- Good understanding of the wider government system
- demonstrate report writing skills, computer literacy and full application of all MS Office programs
- Must possess exemplary communication skills with a very high degree of confidence when dealing with voters, politicians and the public;
- Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.
- Demonstrated management capability and ability to carry out the functions of the Assistant Revising Officer as prescribed in the Electoral Act;
- Demonstrable strong leadership qualities as he or/She will represent on behalf of the Solomon Islands Electoral Commission (SIEC) at the Constituency level.

SECTION F - KEY SELECTION CRITERIA

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

- KSC-1** 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.

- KSC-2** 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
- KSC-3** Have excellent written, interpersonal and verbal communication skills with a demonstrated ability and confidence to reason cases of the Provincial and Honiara City Council Elections and constructively and collaboratively make sound and legal decisions during the Election Period.
- KSC-4** 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
- KSC-5** 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.

SECTION G - TERMS AND CONDITIONS

The remuneration of the Returning Officer Ward will be according to the remuneration stipulated in the Contract of Service.

Other conditions of engagement relevant to this position:

- A. Leave will not be approved for the duration of the contract
- B. The ROW may be required to travel and work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the ROW must fully lead and/or participate in all assigned SIEC/SIEO training and workshop initiatives

SECTION H - APPROVAL *(Authority 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 in achieving its corporate objectives:

[Signature]
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Chief Electoral Officer/Responsible Officer

29/11/2023
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Date Approved

Additional Comments: