



SOLOMON ISLANDS ELECTORAL COMMISSION
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JOB DESCRIPTION

SECTION A: POSITION DETAILS

POSITION TITLE: Voter Awareness Coordinator (VAC)

MINISTRY: Solomon Islands Electoral Office

DIVISION/SECTION: Corporate Service **DUTY STATION:** Province

POSITION NUMBER: 268-T0499-508 **MINISTRY VACANCY REF:** SIEO/106/23

POSITION LEVEL: Contract **SALARY RANGE:** Fixed Rate

THIS POSITION REPORT: Election Manager/SIEO

THIS POSITION SUPERVISE: Voter and Awareness Assistants & VAA Coordinator

SECTION B: SCOPE OF DUTIES

This position is to coordinate and support the implementation and delivery of civic voter education programmes and stakeholder engagement activities in the Constituencies. The Position holder will maybe require to travel and do community visits; and implement successful face-to-face voter awareness programs at the constituency level. The Position will ensure Electoral information is delivered on time to all eligible voters in the communities before and during electoral events.

SECTION C: KEY DUTIES

This position will achieve its purpose through the following key duties.

Planning and Coordination

1. Manage and Coordinate all Civic and Awareness personnel and all awareness field activities for the Election process in his or her province.
2. Based on local knowledge, supported with electoral information, draw up a community visit schedule for planned civic and voter awareness programs, considering a special focus on the youth component and the successful participation of People with Disabilities (PWD) and women in elections.
3. Assist, plan, and help organize awareness team mobilization to communities.
4. Responsible for or assisted with the training of Voter Awareness Assistants in the respective provinces.
5. Manage and be accountable for Civic & Awareness funds in his or/ her Province

6. Reports to Election Managers on administrative and financial matters relating to voter awareness programs in respective provinces.
7. Respond to people's queries regarding the election processes and activities during awareness talks.
8. Responsible for supporting logistics, organizing awareness venues, and helping prepare and distribute awareness materials.
9. Supervise the Voter and Awareness Assistant in ensuring awareness program implementation.
10. With the support of the Election Manager and SIEO Communication Team Leader, accurate information is disseminated.

Implementation

11. Lead the conduct of face-to-face awareness at the constituency and community levels.
12. Lead the provincial response to people's queries regarding the election processes and activities during awareness talks.
13. Conduct awareness talks within the given timeframe/schedule and plan
14. Inform Community Church Elders and Chiefs about the voter and awareness programs
15. Responsible for giving credible and accurate information relating to the election during any implemented election or voter registration exercises.
16. Carry and be responsible for any other task as requested by Registration Manager.

Monitoring and Reporting.

17. Provide regular reports on updates on voter awareness field programs.
18. Provide consolidated reports on awareness programs in her or his province.
19. Responsible and act as communication focal point for awareness programs at the provincial level-
20. Suggest interventions during implementation to help strengthen the awareness activity.
21. Provide guidance on awareness program implementation and reporting for voter information and awareness teams.
22. Consolidate provincial awareness reporting and submit to Election Managers copying the SIEO Communication Team Leader.
23. Managing and accountable for Voter & Awareness funds in his or/ her Province
24. Provide updates on voter awareness field programs.
25. Full attendance, and total compliance with Public Service Code of Conduct
26. Carry and be responsible for any other task as requested by the Election Manager.

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

- Tertiary qualification in public relations, communication or teaching professional
- Relevant disciplines with 2-3 years of experience in delivering awareness programmes and education
- knowledge, understanding, and experience of the Electoral System in the Solomon Islands.
- Provincially based
- declared fit and healthy to meet required services and responsibilities
- no history of, and free of any police charges

Desirable Qualifications/Experience

- Community or Ward leaders who have local networks are a bonus
- experience in developing and implementing Solomon Island government awareness programs and both provincial and ward level
- experience in supervising and managing information flow and quality and standards of awareness deliver at multiple locations at the same time
- demonstrate report writing skills, attention to detail, computer literacy and record management
- Experience in working both independently and in a multidisciplinary team to raise awareness and understanding of government/electoral programs
- 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

Capabilities Required

- Have good leadership, supervision, monitoring and reporting skills
- Have good experience in public speaking and public relations
- high standard of computing knowledge and skills
- Coordinating and organisational knowledge and skills
- Good Knowledge of the locality and local networks
- Speak Solomon Islands Pidgin fluently and be able to speak the local dialect of the constituency of implementation.

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 electoral and community based awareness program and tools to implement awareness

campaigns across the province to support national and provincial election events and compliance with all laws and processes governing 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; and the ability to lead, guide, and evaluate implementation of provincial and wards based awareness programs.
- KSC-4** Demonstrated good work plan and budget proposal development, guidance and coaching, problem-solving skills, time management, planning, coordination supervision, reporting analysis and evaluations skills.
- 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 Provincial Awareness Coordinator (VAC) 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 VAC will be required to travel and work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the VAC 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:


.....
Chief Electoral Officer/Responsible Officer

29/11/2023
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Date Approved

Additional Comments: