



**SOLOMON ISLANDS ELECTORAL COMMISSION**  
Vavaya Ridge  
PO Box 1500  
Honiara, SOLOMON ISLANDS  
[www.siec.gov.sb](http://www.siec.gov.sb)



Vote blo iu, Voice blo iu

Phone (677) – 21198/21199

Fax (677) –21463

## JOB DESCRIPTION

### SECTION A: POSITION DETAILS

**POSITION TITLE:** Communication and Admin Officer (CAO)

**MINISTRY:** Solomon Islands Electoral Office

**DIVISION/SECTION:** Operation Department      **DUTY STATION:** Province

**POSITION NUMBER:** 268-T0611-620      **MINISTRY VACANCY REF:** SIEO/08/23

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

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

### SECTION B: SCOPE OF DUTIES

This position will provide general administration support, coordinate activity at the Provincial Election Administration Office and provide internal and external communication support for the Election Manager, and Returning Officers, linking closely with the Solomon Islands Electoral Office.

This role requires a high level of professionalism. Discretion, organisation and attention to detail. Excellent secretarial writing skills are a must. It would suit a “people person” who enjoys a diverse workload and is highly flexible and adaptable to a fast-paced working environment.

### SECTION C: KEY DUTIES

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

#### Communication:

1. Drafting of news, articles and information materials including collating articles and writing content.
2. Support SIEO media and communication activity in the province such as on-site media briefing, photo ops, social media content and other related tasks.
3. Preparation of newsletters for SIEO on Election updates in the province.
4. Serve as a daily liaison between SIEO Head Quarter Communication unit and Provincial Election Administration operations on communications-related matters.
5. Act as the Communication point of contact between SIEO and Election Field Officials.

6. Assist, develop, plan and provide advice based on local knowledge on any re-strategizing approach to awareness programs.
7. Work with SIEO Field Coordination, communication and public awareness team in bringing everyone to the same page on election operational and public awareness matters.

Administration:

8. Provide Administrative and coordinating support services to the provincial Election Administrative Office during and throughout the election process.
9. Organise election-related travels in and out of the province.
10. Responsible for organising meetings, booking meeting venues and helping prepare and distribute agendas to meeting attendees.
11. Correspond through all means of communication relating to election operations in a timely manner.
12. Organisation, including the provision of general and logistical support, of team events, conferences, workshops and other important events or gatherings organised by Election Offices as part of the election operation.
13. Responsible for ensuring that all correspondence is filed to assist in election post reporting and for the purpose of tracking and solving election emerging issues.
14. Provide administrative support to election manager who is responsible for keeping SIEO informed on field operation updates.
15. Manage and keep track of Manager and key provincial officers' calendars on a daily basis; and support them to maintain a movements board.
16. Build and maintain a positive relationship with election key stakeholders and the general public at large.
17. Responsible for ensuring that all in and outgoing correspondences and information are vetted by the Returning Officer.
18. Full attendance and compliance with the Public Service Code of Conduct
19. Carry and be responsible for any other tasks that are requested by the Returning Officer and SIEO Senior Managers.

## **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**

- A recognised administrative or communications qualification to certificate level or
- At least 2-3 years' experience in a similar or complementary role.
- Provincially based
- declared fit and healthy to meet required services and responsibilities
- no history of, and free of any police charges

### **Desirable Qualifications/Experience**

- Excellent customer service skills (Face to face, by email and on the phone).

- Excellent knowledge of Microsoft Office packages (Word, Excel, PowerPoint, Outlook)
- Ability to maintain excellent records, including using technology.
- Ability to work across a range of work tasks, managing multiple tasks to deadlines and prioritising your own workload.
- Ability to implement and follow administrative procedures in a thorough and rigorous manner. Proactive and self-motivated with excellent organisational and administrative skills.
- Enquiry handling and ability to explain basic procedures.
- Excellent written and verbal interpersonal skills.
- Ability to work with minimal supervision and manage your own time.
- ability to prioritise a clean and safe working environment

### **Capabilities required**

- Past experiences in secretarial work
- Experience producing blogs or written content for newsletters.
- Experience in content generation for media platforms
- Basic understanding of the election system in the Solomon Islands, eg: Election Cycle/Phase, Types of Elections etc.
- Experience working for public, private, NGO and other sectors in communication and administration roles.

## **SECTION F - KEY SELECTION CRITERIA**

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

- KSC-1** Excellent office management, communication, and networking skills to support the 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, office administration and management, problem-solving skills, time management, planning, coordination, information correlation and 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 Communication and Admin Officer (CAA) 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 CAA may be required to work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the CAA must fully 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]*  
.....  
Chief Electoral Officer/Responsible Officer

*29/11/2023*  
.....  
Date Approved

*Additional Comments:*