



SOLOMON ISLANDS ELECTORAL COMMISSION
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JOB DESCRIPTION

SECTION A- POSITION DETAILS

POSITION TITLE: Provincial Training Coordinator (PTC)

MINISTRY: Solomon Islands Electoral Office

DIVISION/SECTION: Operations Department **DUTY STATION:** Assigned Province

POSITION NUMBER: 268-T0621 - 630 **MINISTRY VACANCY REF:** SIEO/109/23

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

THIS POSITION REPORT TO: Election Manager/ SIEO

SECTION B: SCOPE OF DUTIES

This position is to coordinate the implementation and delivery of training programs and staff development activities to prepare Election workers to accurately and confidently follow the election laws, regulations, processes and procedures while conducting Biometric Voter Registration (BVR) and election activities.

SECTION C: KEY DUTIES

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

1. Deliver prescribed training to provincial temporary electoral officers in the provinces.
2. coordinate training in the provinces and/or constituencies
3. Assist the Solomon Islands Electoral Office in the implementation of electoral training schedules.
4. Establish and arrange training sites or venues for trainings
5. Maintain and store training records (e.g., Training list, schedule, attendance)
6. Ensure training materials and resources are received prior to the training date
7. Complete quality evaluation of participants and recommendations on training activities
8. Act as a principal point of contact for your assigned electoral office with questions about training and development
9. Compiling training reports as and when required by Reporting Officer
10. Full attendance and compliance with Public Service Code of Conduct

11. Carry out 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

- Tertiary Qualification in Adult Education or Teaching, Public Administration, or equivalent field and community services.
- Accredited Certified Training qualifications are mandatory
- Provincially based
- declared fit and healthy to meet required services and responsibilities
- no history of, and free of any police charges

Desired Qualifications/Experience

1. Experience in the delivery and preparation of training, with the ability to apply SIEC standard training strategies and materials.
2. Professional Training experience working in a training department of a complex organisation or professional training in the education sector.
3. Experience in delivering training to a broad and multicultural audience
4. Experience in managing logistics and movement of training material to province, constituency, and wards in advance to support timely implementation of training.

Capabilities required

1. Excellent communication skills with the ability to build and maintain effective relationships
2. Ability to work effectively through a disciplined and systematic approach to deliver training within the electoral timeline.
3. Knowledge of SI Electoral Systems and the support mechanisms required to ensure their success;
4. Understanding of the Solomon Island Constitution, and Electoral Act 2018
5. Understanding of teams and how to build and maintain high-performing teams;
6. Knowledge of Solomon Island culture and customs.

SECTION F - KEY SELECTION CRITERIA

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

- KSC-1** Demonstrable development, implementation, and delivery of provincial training program to ensure compliance with legislation, instructions and standard operating procedures of the agency. With a strong focus on supporting compliance, standardise services and safety.

- 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 and report on implementation of prescribed training to provincial temporary electoral officers.
- KSC-4** Demonstrated good work plan, record management, engagement with adult learners, 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 Provincial Training Coordinator (PTC) 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 PTC may be required to work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the PTC 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:

[Handwritten Signature]

 Chief Electoral Officer/Responsible Officer

29/11/2023

 Date Approved

Additional Comments: