



**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**

**POSITION TITLE:** Voter and Awareness Assistant Coordinator (VAAC)

**MINISTRY:** Solomon Islands Electoral Office

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

**POSITION NUMBER:** 268-T0631-681      **MINISTRY VACANCY REF:**SIEO/110/23

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

**THIS POSITION REPORT TO:** Voter Awareness Coordinator, & Electoral Manager

### **SECTION B: SCOPE OF DUTIES**

This position is the coordinator of the Voter Awareness Assistants, they are small team of 3 in total to support the implementation and delivery of Civic voter Education programs and stakeholder engagement activities in the Constituencies. The Position holder will be required to travel and do community visits; and implement successful face-to-face voter awareness programs at the constituency level. They will ensure election information is delivered on time to all eligible voters in the communities before and during the election Period. Plus coordinate the team's activities, oversee the use of assets, regularly report activities, and notify Coordinator and Manager of any issues, incidents, findings and outcomes.

### **SECTION C: KEY DUTIES**

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

1. In alignment with VAC awareness plan, and priorities, the VAAC will lead the team to ensure:
  - o programs are delivered on time to the standard required quality
  - o oversee and account for the use of assets by the team
  - o provide regular update and reports to VAC & EM
  - o liaising with community leaders per VAC & EM instructions
  - o confirming venue hire, receipts etc
  - o Provide narrative reports on his/her team's Community visits awareness programs.
  - o immediately reporting any anomalies, incidents, or issues

2. Conduct face-to-face awareness at the constituency and community levels.
3. Respond to people's queries regarding the election process and activities during awareness talks.
4. Based on local knowledge, assist the Voter Awareness Coordinator in drawing up a community visit schedule for planned civic and voter awareness programs.
5. Conduct awareness talks within the given timeframe/schedule and plan
6. Assist, plan, and help organize awareness team mobilization to communities
7. Coordinate with Community Church Elders and Chiefs and inform them about the voter awareness programs.
8. Assist the Voter Awareness Coordinator (VAC) with logistics, organizing awareness venues, and helping prepare and distribute awareness materials
9. Responsible for communicating with the provincial Voter Awareness Coordinator to keep SIEO informed through the Election Managers.
10. Provide updates on voter awareness in the constituencies within respective Constituencies
11. Responsible for giving credible and accurate information relating to the election during any implemented election exercises.
12. Full attendance and compliance with the Public Service Code of Conduct
13. Any other reasonable duties or task as instructed by Voter Awareness Coordinator and 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 Adult Education or Teaching, public administration, or equivalent field.
- Accredited certificate training qualifications are mandatory;
- 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 delivering and leading Solomon Island government awareness programs at a constituency and community level
- experience in managing information flow, quality and standards of awareness to ensure all participant gain the same level of understanding and meaning

- 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**

To be successful in this role you should have:

- Have leadership knowledge and skills
- Have good experience in public speaking and public relations
- basic computing knowledge and skills
- Coordinating and organizational 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 constituency and communities 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 constituency and community based awareness programs.
- KSC-4** Demonstrated leadership, initiative, 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 Voter Awareness Assistant Coordinator (VAAC) 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 VAAC will be required to travel and work extended hours and/or outside normal hours to meet key targets and deliverables
- C. the VAAC must fully lead and/or participate in all assigned SIEC/SIEO training and workshop, and assigned awareness 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:*

*For*

.....  
Chief Electoral Officer/Responsible Officer

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

Additional Comments: