

READ THIS FIRST!!

Briefing note for Applicants

Please make sure that you read this briefing note before making your final submission for the Temporary vacancies.

Before completing your application, you must review every job description for each position you wish to apply for; and you study the minimum requirements for the position, the deliverables and key selection criteria. Understanding these will help you complete your cover letter to support your application.

Applicants are required to submit:

1. A cover letter for the application/s,
2. One Temporary Vacancy Application Form indicating which positions you are competing for
3. All relevant certificates and documents to support their application
4. 2 written references

Content of Cover Letters

Your application cover letter should tell us which positions you are most interested in and why. Plus respond to all specific and common selection criteria for the roles you wish to fill, see the attached sample application. When responding to key selection criteria pay particular attention to:

- a) Explaining your understanding of Solomon Island:
 - a. Election processes
 - b. election team and roles
 - c. planning and implementing programs
 - d. Electoral Act
 - e. use and protections of election resources
- b) your experiences and skills that make you the best person for the position
- c) your connection, link and knowledge of preferred location
- d) how you will contribute to a fair, impartial, safe elections

SIEO would like to reduce the amount of printing and copies required, and prefers to receive digital applications. Please scan and email your application to workforce@siec.gov.sb before the closing date.