



**Solomon Islands Electoral Office**  
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## SOLOMON ISLANDS ELECTORAL OFFICE

### RECRUITMENT NOTICE

#### TEMPORARY ELECTORAL POSITIONS FOR NATIONAL GENERAL ELECTIONS, PROVINCIAL AND HONIARA CITY COUNCIL ELECTIONS 2024

The Solomon Islands Electoral Office (SIEO) in its preparation for conducting the 2024 joint Elections (National General Election, Provincial Assembly and Honiara City Council Elections) is seeking to recruit Temporary Election Officials to support the Electoral Commission in delivering the Election Exercise throughout the Country. The temporary election official we are seeking to engage must not be actively involved in supporting a candidate contesting the elections and must remain free of any party/candidate service, favouritism, advice, or action. The official must remain impartial in performing their roles. The number of positions for each province, Constituencies, and Wards are as follows:

V - Ref No.	Position Title	Posts No - Province		No. of Positions	Required Qualification/ Experiences
SIEO/101/23	Election Managers	268-T0101	Central	10	<ul style="list-style-type: none"> <li>Active senior public Servant in provincial governance</li> <li>Degree qualification in Accounting, Management, administration, finance or public administration experience.(add in minimum 12experience with 8 yrs in Management</li> <li>Good understanding of the fundamentals of a free, fair, credible democratic election</li> </ul>
		268-T0102	Choiseul		
		268-T0103	Guadalcanal		
		268-T0104	Honiara City Council		
		268-T0105	Isabel		
		268-T0106	Makira		
		268-T0107	Malaita		
		268-T0108	Renbel & Bellona		

V - Ref No.	Position Title	Posts No - Province		No. of Positions	Required Qualification/ Experiences
		268-T0109	Temotu		
		268-T0110	Western		
SIEO/102/23	Provincial Accountants	268-T0111	Central	10	<ul style="list-style-type: none"> <li>Diploma with 5yr exp or Degree with 4 yrs experience in finance and accounting</li> <li>Demonstrated management capability and ability to carry out the functions of the Provincial Accountant.</li> <li>deep understanding and application of the SI government financial Instructions, regulations and systems</li> </ul>
		268-T0112	Choiseul		
		268-T0113	Guadalcanal		
		268-T0114	Honiara City Council		
		268-T0115	Isabel		
		268-T0116	Makira		
		268-T0117	Malaita		
		268-T0118	Renbel & Bellona		
		268-T0119	Temotu		
		268-T0120	Western		
SIEO/103/23	Returning Officer /s- Constituency	268-T0121 & 22	Central	2	<ul style="list-style-type: none"> <li>Diploma with 5yr exp or Degree with 4 yrs in administration, finance and management</li> <li>Broad knowledge, understanding, and experience of the Electoral System in the Solomon Islands.</li> <li>Have past experience in electoral processes and compliance, recruiting and supervising others, managing funds and timely acquittals</li> </ul>
		268-T0123 - 25	Choiseul	3	
		268-T0126 - 33	Guadalcanal	8	
		268-T0134 - 36	Honiara City Council	3	
		268-T0137- 39	Isabel	3	
		268-T0140 - 43	Makira	4	
		268-T0144 - 57	Malaita	14	
		268-T0158	Renbel & Bellona	1	
		268-T0159 - 61	Temotu	3	
		268-T0162- 70	Western	9	
SIEO/104/23	Returning Officer- Wards	268-T0171- 83	Central	13	<ul style="list-style-type: none"> <li>Diploma with 5yr exp or Degree with 4 yrs in administration, finance and management</li> <li>Broad knowledge, understanding, and experience of the Electoral System in the Solomon Islands.</li> </ul>
		268-T0184- 204	Guadalcanal	21	
		268-T0205- 216	Honiara City Council	12	
		268-T0217- 232	Isabel	16	

V - Ref No.	Position Title	Posts No - Province		No. of Positions	Required Qualification/ Experiences
	<i>Returning Officer- Wards Continued</i>	268-T0233- 252	Makira	20	<ul style="list-style-type: none"> <li>Have past experience in electoral processes and compliance, recruiting and supervising others, managing funds and timely acquittals</li> </ul>
		268-T0253- 285	Malaita	33	
		268-T0286- 295	Rennell & Bellona	10	
		268-T0296- 313	Temotu	18	
<b>SIEO/105/23</b>	<b>Assistant Returning Officer</b>	268-T0314- 326	Central	13	<ul style="list-style-type: none"> <li>Tertiary qualification in any relevant field Management, Administration, Social &amp; Community Affairs</li> <li>Community leader and seniority standing in the society</li> <li>Broad knowledge, understanding, and experience of the Electoral System in the Solomon Islands.</li> <li>Have past experience in electoral work, recruiting and supervising others, managing government funds</li> </ul>
		268-T0327- 342	Choiseul	16	
		268-T0343-363	Guadalcanal	21	
		268-T0364- 375	Honiara City Council	12	
		268-T0376 -391	Isabel	16	
		268-T0392- 411	Makira	20	
		268-T0412-444	Malaita	33	
		268-T0445-454	Renbel & Bellona	10	
		268-T0455-472	Temotu	18	
		268-T0473-498	Western	26	
<b>SIEO/106/23</b>	<b>Voter Awareness Coordinators</b>	268-T0499	Central	10	<ul style="list-style-type: none"> <li>Tertiary qualification in public relations, communication or teaching professional</li> <li>Relevant disciplines with 2-3 years of experience in delivering awareness programmes and education</li> <li>Community or Ward leaders who have local networks are a bonus.</li> <li>knowledge, understanding, and experience of the Electoral System in the Solomon Islands.</li> <li>Have experience in managing recruitment and training of team to implement communication plans and programs plans,</li> </ul>
		268-T0500	Choiseul		
		268-T0501	Guadalcanal		
		268-T0502	Honiara City Council		
		268-T0503	Isabel		
		268-T0504	Makira		
		268-T0505	Malaita		
		268-T0506	Renbel & Bellona		
		268-T0507	Temotu		
		268-T0508	Western		

V - Ref No.	Position Title	Posts No - Province		No. of Positions	Required Qualification/ Experiences
SIEO/107/23	<b>Voter and Awareness Assistant</b>	All provinces & constituencies 268-T509-610		102	<ul style="list-style-type: none"> <li>Tertiary qualification in Adult Education or Teaching, public administration, or equivalent field.</li> <li>Accredited certificate training qualifications are mandatory;</li> <li>Community or Ward leaders who have local networks are a bonus</li> </ul>
SIEO/108/23	<b>Communication &amp; Admin Officer</b>	268-T611	Central	10	<ul style="list-style-type: none"> <li>A recognised administrative or communications qualification to certificate level or</li> <li>At least 2-3 years' experience in a similar or complementary role.</li> </ul>
		268-T612	Choiseul		
		268-T613	Guadalcanal		
		268-T614	Honiara City Council		
		268-T615	Isabel		
		268-T616	Makira		
		268-T617	Malaita		
		268-T618	Renbel & Bellona		
		268-T619	Temotu		
		268-T620	Western		
SIEO/109/23	<b>Provincial Training Coordinator</b>	268 -T621	Central	10	<ul style="list-style-type: none"> <li>Tertiary Qualification in Adult Education or Teaching, Public Administration, or equivalent field and community services. Accredited Certified Training qualifications are mandatory.</li> </ul>
		268 -T622	Choiseul		
		268 -T623	Guadalcanal		
		268 -T624	Honiara City Council		
		268 -T625	Isabel		
		268 -T626	Makira		
		268 -T627	Malaita		
		268 -T628	Renbel & Bellona		
		268 -T629	Temotu		
		268 -T630	Western		
SIEO/110/23	<b>Voter Awareness Assistant Coordinators</b>	All provinces & constituencies 268-T631-681		51	<ul style="list-style-type: none"> <li>Tertiary Qualification in Adult Education or Teaching, Public Administration, or equivalent field and community</li> </ul>

V - Ref No.	Position Title	Posts No - Province	No. of Positions	Required Qualification/ Experiences
				services. Accredited Certified Training qualifications are mandatory.

Important notes for interested candidates		
<p>Applicants must:</p> <ol style="list-style-type: none"> <li>I. be Solomon Island Citizens</li> <li>II. confirm independence, impartiality, and not contesting in any National, Provincial, or Council election</li> </ol> <p>Information Packs (SIEO Application Form and the Job Description) for each position can be obtained from the Solomon Islands Electoral Office Head Quarter at Honiara, Vavaya Ridge, Provincial Communication Officer, or by email</p> <p><b>Documents required</b></p> <ol style="list-style-type: none"> <li>1. SIEO Application Form</li> <li>2. cover letter responding to all position key selection criteria</li> <li>3. curriculum vitae</li> <li>4. certified minimum required qualifications per job description or higher</li> <li>5. And at least 2 reference letters.</li> </ol> <p><b>Late applications will not be accepted</b></p>	<p>Do NOT send originals documents or certificates Please note: All documents submitted as part of the application will remain the property of the Solomon Islands Government and will not be returned to applicants</p> <p><b><u>Medical Report and Police Clearance</u></b> You do NOT have to provide copies of medical report or policy clearance when you apply, but if you are shortlisted and become the preferred candidate these will be required</p> <p>Provision of <b><u>Certified Certificates</u></b> must be provided before placement can commence</p>	<p>For all queries about the application process or the positions please contact the SIEC Cooperate Service Unit on Phone: 21198 or 21199 Or email the following: <a href="mailto:DMeleha@siec.gov.sb">DMeleha@siec.gov.sb</a> or <a href="mailto:Bmoses@siec.gov.sb">Bmoses@siec.gov.sb</a></p> <p>SIEO will accept complete applications at SIEO Head Quarters addressed to: Chief Electoral Officer, Solomon Island Electoral Office PO Box 1500, Honiara Attention: SIEO Human Resource Unit</p> <p>Please indicate the vacancy Ref#, position number, title, and Location you are applying for</p> <p><b>Digital Application are preferred</b>, you can scan your documents using the free app CAM SCANNER or NOTES and email you application to <a href="mailto:workforce@siec.gov.sb">workforce@siec.gov.sb</a></p>

**The closing date for applications is 4: 30pm, 15<sup>th</sup> December 2023**

The Solomon Islands Electoral Commission is committed to providing equal opportunities for all individuals regardless of gender, race, ethnicity, disability, or background, and encourages all whom meet the minimum requirement to respond to the selection criteria, and apply.