OEC
OFFICE OF THE ELECTORAL COMMISSION
"FOR THE PEOPLE OF SAMOA TO EMBRACE AND PARTICIPATE IN FREE, FAIR AND INCLUSIVE ELECTIONS"

Please address all correspondence
To The Electoral Commissioner

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Position title: Principal IT Programmer
Division: Information & Communication Technology Division
Position code: EV000046
Salary: $60,353 p.a

JOB DESCRIPTION.

Responsible to the: Manager Information Technology

Primary Objective:

To develop, maintain and monitor the Electoral Roll (E-roll), Electoral Information System (EIS) and relevant software programs/database systems

Duties and Responsibilities

Leadership & Management

1. Develop and review the section's annual plan.
2. Conduct performance appraisal of reporting staff.
3. Provide monthly reports on the section's activities.
4. Assist in the reviewing of the ICT Annual Plan

E-Roll System / EIS Maintenance

5. Oversee the operational and maintenance of the E-Roll database system.
6. Daily monitoring of the E-Roll database system and provide audit log reports.
7. Conduct backups, verify, test and restore previous e-roll backups when required.
8. Conduct e-roll upgrade/update to reflect Electoral Act Amendments.
9. Work closely with the Training Team for trainings on E-roll and relevant database.
10. Work closely with the Registration Team for reviewing and reconciling of Electoral roll.

Other Relevant Programs / Databases

11. Design, write, test, troubleshoot and maintain the source code of computer programs on the instruction of management.
12. Design, develop and implement internal database systems for OEC.

Security of Information

13. Back up E-roll/EIS and relevant databases and ensure back up data is highly secured at an Off-site location.

14. Ensure that the E-roll and any proposed electronic systems are secure from virus and any unauthorized intrusions and access at all time.

MERITS	COMPETENCY	DESCRIPTOR
SKILLS AND ABILITIES	1. Computer Skills **(Essential)**	• Proficient computer skills (Programming and scripting languages) - Visual Basics - PHP - JAVA - C++ - PYTHON - SQL/MARIADB
	2. Leadership and Operational management skills	• Ability to guide, supervise and motivate employees on day-to-day activities
	3. Communication, presentation Skills & Interpersonal Skills	• Ability to communicate effectively in Eng and Samoan in both written and oral forms • Ability to communicate and interact with other working colleagues
	4. Troubleshooting Skills	• Ability to identify E-roll /EIS problems establish a plan of action, verify full system functionality and implement preventative measures
	5. Research and Development Skills	• Ability to execute researches for the development of IT Services
PERSONAL ATTRIBUTES	1. Honesty	• Acting honesty, being truthful and abiding by the laws of OEC
	2. Impartiality	• Providing impartial advice, acting without fear or favor, and making decisions on their merits;
	3. Service	• Serving the people well, through faithful service to the Government
	4. Respect	• Treating the people, Government and colleagues with courtesy and respect;
	5. Transparency	• Taking actions and making decisions in an open way;
	6. Accountability	• Being able to explain the reason for actions taken, and taking responsibility for those actions;

	7. Commitment & Result Driven	• Desire to achieve results on a timely manner
Experience & Past Work Performance	5 years of experience	• Strong experience in Programming and Database development or related field; • Evidence of initiating, developing and implementing of database etc; • Understand OEC legislations and other relevant legislation
Qualifications	Formal Qualification(s)	• Minimum qualification of a Bachelor in Computer Science / Programming or in any relevant institution;
	Specialized Training	• Certificate/Evidence from previous trainings.