



Please address all correspondence
To The Electoral Commissioner



OFFICE OF THE ELECTORAL COMMISSION

FOR THE PEOPLE OF SAMOA TO EMBRACE AND PARTICIPATE IN FREE, FAIR AND INCLUSIVE ELECTIONS



685-24309

685-25967/24538

www.facebook.com/oecsamoa

www.oec.gov.ws

helpdesk@oec.gov.ws

Our Vision: For the people of Samoa to embrace and participate in free, fair and inclusive election

JOB DESCRIPTION

SENIOR ELECTORAL OFFICER

Our Mission: To work in partnership with stakeholders to implement efficient and effective electoral systems and services to maintain and uphold the basic principles and basic components of the democratic process for Samoa

VALUES OF THE OFFICE OF THE ELECTORAL COMMISSIONER		
Accountability and Transparency	Commitment to honesty and fairness	Commitment to quality and competence
Integrity of transactions & records	Respect & Courtesy of others	Leadership by example
Professional approach to service delivery	Prudent use of government assets and resources	
DIVISIONAL PURPOSE		
To ensure all electoral operations comply with requirement of the Acts		
JOB DETAIL SUMMARY		
Position	Senior Electoral Officer	
Position Code	EV000048	
Division	Electoral Operation Division	
Grade	A12	
Salary	Salary Min: \$30,636	
Responsible to	Deputy Returning Officer	
Responsible for	Collect and analyze data on elections (voters, candidates, political parties, polling stations and EIS)	
Number of Staff holding this post	0	
Number of staff supervised	2	
KEY RESULT AREAS		
Collect & Analyse Data	Electoral databases	Electoral Operations
RESPONSIBILITIES AND DUTIES		
Operational		
<ol style="list-style-type: none"> 1. Provide raw data on: <ul style="list-style-type: none"> - Voters; - Non-voters; - Candidates; - Polling stations; - Polling officials; - Political parties. 2. Maintain electoral databases 3. Provide data required for the development of reports, plans and the Electoral Operational Manual 4. Compile and report on issues identified in E15 		
Leadership		
<ol style="list-style-type: none"> 5. Work collaboratively with the Senior Human Resource Officer for electoral training purposes 6. Assist the development of civic education programs and awareness 7. Assist the review of Electoral materials 8. Assist in the development of Work Plans and preparations of Annual Report 		
JOB COMPETENCIES / SELECTION CRITERIA		



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<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
1. SKILLS & ABILITIES	1.1 Analytical Skills	Ability to collect and analyse information, problem solving and make decisions
	1.2 Computer Skills	Advance computer skills (MS Office, Internet & Email, Graphics & Multimedia, Databases etc)
	1.3 Organizational & Planning Skills	Ability to effectively utilize time, energy and resources to achieve objectives
	1.4 Leadership Skills	Ability to lead and inspire the team
	1.5 Communication & Interpersonal Skills	Ability to communicate clearly in Eng and Samoan in both written and oral forms
2. PERSONAL ATTRIBUTES	2.1 Honesty	Acting honestly, being truthful and abiding by the laws of OEC;
	2.2 Impartiality	Providing impartial advice, acting without fear or favour, and making decisions on their merits
	2.3 Service	Serving the people well, through faithful service to the Government
	2.4 Respect	Treating the people, Government and colleagues with courtesy and respect
	2.5 Transparency	Taking actions and making decisions in an open way
	2.6 Accountability	Being able to explain the reason for actions taken, and taking responsibility for those actions
	2.7 Efficiency & Effectiveness	Achieving good results for OEC in an economical way
	2.8 Commitment & Result Driven	Desire to achieve results on a timely manner
3. EXPERIENCE	Experience and Past Work Performance	Relevant 3 years of working experience in Electoral operations or any related fields
4. QUALIFICATIONS	Academic qualifications and trainings attended	A minimum of a Bachelor Degree in Art and/or a relevant field; Relevant certificate/evidence from previous trainings