



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



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Our Vision: To become a leading electoral management institution in the Pacific region that conducts free, fair and inclusive elections and referendums

Our Mission: Strengthening our partnership with key stakeholders to implement robust voting and electoral systems that mirrors international best practices in accordance with the law and serving the people of Samoa to the highest standards envisioned in our Service Charter

JOB DESCRIPTION

MASS REGISTRATION FIELD ASSISTANT (PART TIME)

| VALUES OF THE OFFICE OF THE ELECTORAL COMMISSION | | |
|---|--|---|
| Acting Honestly , being truthful and abiding by laws of Samoa | Providing Impartial advice acting without fear or favour and making decisions on merit | Serving the people well through faithful Services to the Government |
| Treating the people, the Government, colleagues with courtesy and Respect | Transparency & Accountability Taking actions and making decisions in an open way being able to explain the reason for actions taken and taking responsibility for those actions | |
| Maintain Independence in decision making and action | | Effective and efficiency – achieving good results for Samoa in an economical way |
| DIVISIONAL PURPOSE | | |
| To optimize voter registration opportunities to achieve an accurate, comprehensive and up to date national voters' roll | | |
| JOB DETAIL SUMMARY | | |
| Position | FIELD ASSISTANTS (PART TIME OFFICERS) | |
| Position Code | EV000051 | |
| Division | Registration Services | |
| Grade | A3/L3 | |
| Salary | Salary Min: \$7,453 | |
| Responsible to | Deputy Registrar – EV000011 | |
| Responsible for | Assist the Mass Registration process | |
| Number of Staff holding this post | 20 | |
| Number of staff supervised | 0 | |
| KEY RESULT AREAS | | |
| Registration of Eligible Voters | Credible Electoral Roll | |
| RESPONSIBILITIES AND DUTIES | | |
| Registration Process | | |
| <ol style="list-style-type: none"> 1. Politely serve members of the public coming to register and inquiry about electoral matters 2. Assess and analyse information provided as supporting documents for members of the public coming in: <ol style="list-style-type: none"> a. To register b. Amend and update information 3. Assist voter in completing Registration Forms 4. Ensure supporting documents are correct, in order and attached to the correct Voter Registration Form. 5. Enter information of voters in the Electoral Management System (EMS) and ensure consistency of information enter in the EMS with the information in the Registration Form | | |

6. Any other duties as directed from time to time.

JOB COMPETENCIES / SELECTION CRITERIA

MERIT

JOB COMPETENCIES

DESCRIPTOR

SKILLS & ABILITIES

Interviewing Skills - Ability to explain the registration and voting eligibility for the understanding of voters.

Customer Service Skills - Ability to serve customers with patience and politeness.

Communication & Presentation Skills - Ability to communicate with customers in both English and Samoan.

Computer Skills - Must be computer literate, ability to type 50 wpm

Attention to Details - Ability to focus on all areas of the registration process ensuring information on the Registration Form matches the information on the EMS.

PERSONAL ATTRIBUTES

Honesty - Acting honestly, being truthful and abiding by the laws of OEC;

Impartiality - Providing impartial advice, acting without fear or favour, and making decisions on their merits;

Service - Serving the people well, through faithful service to the Government;

Respect - Treating the people, Government and colleagues with courtesy and respect;

Transparency - Taking actions and making decisions in an open way;

Accountability - Being able to explain the reason for actions taken, and taking responsibility for those actions;

Efficiency & Effectiveness - Achieving good results for OEC in an economical way

Commitment & Results driven - Desire to achieve results on a timely manner

EXPERIENCE

Experience in community fieldwork, good customer service and elections;

Good knowledge and understanding of OEC Legislations.

QUALIFICATIONS

Minimum qualification of a Tertiary Certificate in relevant field;