



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: 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

VOTER REGISTRATION OFFICER

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	Maintain Indecence in decision making and action	Effective and efficiency – achieving good results for Samoa in an economical way
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		
DIVISIONAL PURPOSE		
To optimize voter registration opportunities to achieve an accurate, comprehensive and up to date national voter's roll		
JOB DETAIL SUMMARY		
Position	VOTER REGISTRATION OFFICER	
Position Code	EV000012	
Division	REGISTRATION SERVICES	
Grade	A9/A11	
Salary	Salary Min: \$24,610 – Salary Max: \$33,450	
Responsible to	Deputy Registrar	
Responsible for	Ensuring that all information received for registrations of voters are recorded correctly and in compliance with the requirements of the Electoral Act 2019.	
Number of Staff holding this post	1	
Number of staff supervised	0	
KEY RESULT AREAS		
Registration Process	Voter Objections	Electoral Roll Management
RESPONSIBILITIES AND DUTIES		
Registration Process		
<ol style="list-style-type: none"> 1. Process voter registration applications. 2. Assess and determine the validity of the information presented by voters are accurate and satisfies registration mandatory requirements. 3. Complete prescribed registration forms and refer for approval 4. Register new voters on the electronic roll – capture the required biometrics and voter details accurately. 		

5. Prepare daily and weekly Divisional reports.
6. Ensure stationeries and equipment are ready in the event of field works or temporary registration booths set-up.
7. Maintain and update internal databases including Matai Roll, New Registration, Transfer Application, Amendment, Verified Deceased Voters and provide monthly updates.

Roll Management

8. Review and update voter details on the e-roll system by reconciling prescribed forms and e-roll profiles.
9. Post approved transfers and amendments of voter on E-Roll.
10. Assist in the planning, organising and preparation for any Voter Registration Fieldwork program.
11. Assist with the process of identifying and prosecuting of unregistered citizens.
12. Assist in identifying and assessing Voter Objection Lists.

Leadership

13. Lead the implementation of all registration activities, field base and other.
14. Ability to clearly communicate registration policies for public awareness and in training of field assistants
15. Provide feedback on all work-related issues.
16. Performs other related duties as needed.

JOB COMPETENCIES / SELECTION CRITERIA

<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	<ol style="list-style-type: none"> 1. Leadership Skills 2. Analytical Skills 3. Communication & Presentation Skills 4. Computer Skills 5. Report Writing Skills 	<p>Ability to explain the voter registration requirements and the voting eligibility for the understanding of voters.</p> <p>Ability to independently analyse situations in accordance with voter registration legal mandates as well as policies.</p> <p>Ability to communicate with customers in both English and Samoan. Exceptional communication skills in Samoan oratory style. Prepare and conduct presentations on voter registration related topics.</p> <p>Basic computer skills/good understanding in computing programs and electoral management system.</p> <p>Ability to prepare reports and provide responses to queries on voter registrations in writing. Must be able to compile and analyse registration data needed for report writing purposes.</p>

PERSONAL ATTRIBUTES	<ol style="list-style-type: none"> 1. Honesty 2. Impartiality 3. Service 4. Respect 5. Transparency 6. Accountability 7. Efficiency & effectiveness 8. Commitment & Result driven 	<p>Acting honestly, being truthful and abiding by the laws of OEC;</p> <p>Providing impartial advice, acting without fear or favour, and making decisions on their merits;</p> <p>Serving the people well, through faithful service to the Government;</p> <p>Treating the people, Government and colleagues with courtesy and respect;</p> <p>Taking actions and making decisions in an open way;</p> <p>Being able to explain the reason for actions taken, and taking responsibility for those actions;</p> <p>Achieving good results for OEC in an economical way</p> <p>Understand the organisation's direction, through the implementation of set work tasks towards the achievement of divisional objectives.</p>
EXPERIENCE	3 years of experience	<p>Relevant of 3 years of working experience in voter registrations and elections</p> <p>Good knowledge of OEC Legislations.</p>
QUALIFICATIONS	Academic qualifications	<p>A minimum qualification of a Bachelor in Arts or in a relevant field</p> <p>Certificate/Evidence from previous trainings.</p>