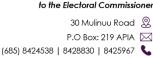
### OFISA O LE KOMISI O FAIGA PALOTA

OFFICE OF THE ELECTORAL COMMISSION



"O lau palota, o lou leo | Your vote, is your voice"



Please address all correspondence

helpdesk@oec.gov.ws @ www.facebook.com/oecsamoa (f) www.oec.gov.ws

# JOB DESCRIPTION

### SENIOR VOTER REGISTRATION OFFICER

#### **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

	OUR VALUES		
Honesty - Acting honestly being	Impartiality - Providing	Service - Serving the people	
truthful and abiding by laws of	impartial advice, acting without	well through faithful service to	
Samoa.	fear or favour and making	the Government	
	decisions on their merits		
<b>Respect</b> - Treating the people the	Transparency &	Efficiency & Effectiveness -	
Government and colleagues with	Accountability - Taking actions	Achieving good results for	
courtesy and respect	and openly making decisions,	Samoa in an economical way	
	being able to explain the reason		
	for actions taken, and taking		
	responsibility for those actions		
Independence - Maintain independer			
influence from others, fostering auton	omy within the team and empower th	e team to contribute effectively to	
Team Objectives.			
	DIVISIONAL PURPOSE		
To optimize voter registration oppor	tunities to achieve an accurate, comp	rehensive and up-to-date national	
	voters' roll	_	
	JOB DETAIL SUMMARY		
Position         SENIOR VOTER REGISTRATION OFFICER			
Position Code	EV000011		
Division	VOTER EDUCATION AND REGISTRATION DIVISION		
Grade	A12/13		
Salary	Salary Min: \$34,438		
Responsible to	Registration Division		
Responsible for	The administration of the registration activities		
Number of Staff holding this post	0		
Number of staff supervised	4		
•	KEY RESULT AREAS		
Voter Registration Administration	Roll Maintenance	Leadership & Management	
RI	<b>ESPONSIBILITIES AND DUTIES</b>		
Voter Registration Administration 1. Conduct registration of voters			
	out voters is correct and legally valid		

- 2019.
- 3. Ensure that the Team adhere to the established Voter Registration Process and Policy Requirements.

- 4. Ensure the accuracy and up-to-date status of all internal Voter Registration Databases.
- 5. Assist in the Process of Voter Objection.

#### **Roll Maintenance**

- 6. Ensure Electoral rolls are free from error.
- 7. Implement procedures to efficiently identify and remove verified deceased voters from the Electoral Roll promptly.
- 8. Be able to liaise with the public in relation to the Electoral registration process.
- 9. Conduct research in Voter Registration and provide insightful data analysis to improve the output.

#### Leadership and Management

- 9. Capable of offering expert guidance and responses concerning Voter Registration to pertinent stakeholders as needed.
- 10. Must possess good leadership skills to supervise subordinates in the absence of the Deputy Registrar and AEC AEC-Registration.
- 11. Assist in planning and organisation of all Voter registration initiatives.
- 12. Assist in conducting in-house training for officers under supervision.
- 13. Any other duties as assigned from time to time.

JOB COMPETENCIES / SELECTION CRITERIA			
MERIT	JOB COMPETENCIES	DESCRIPTOR	
SKILLS & ABILITIES	1. Analytical Skills	1.1 Undertakes impartial research and can apply analytical thinking in assessing the pros and cons of a situation based on data collected	
	2. Communication and Presentation Skills	2.1 Communicate in a clear, concise and articulate manner in both written and oral. English and Samoan	
	3. Report Writing Skills	3.1 Prepare a quality report and submit it on time when needed.	
PERSONAL ATTRIBUTES	1. Commitment & Drive	1.1 Adaptable in executing and overseeing modifications to processes and procedures as necessary, with a dedication to exerting additional effort in the implementation of all activities and supplementary tasks when needed.	
	2. Integrity and Honesty	<ul> <li>2.1 Willingly assist others in the development of divisional and organisational goals, internal policies and procedures</li> <li>2.2 Exude professionalism and provide impartial advice when needed</li> </ul>	



# OFISA O LE KOMISI O FAIGA PALOTA

OFFICE OF THE ELECTORAL COMMISSION

to the Electoral Commissioner 30 Mulinuu Road @ P.O Box: 219 APIA ( (685) 8424538 | 8428830 | 8425967 helpdesk@oec.gov.ws @ www.facebook.com/oecsamoa (f)

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		2.3 Strict compliance with the Organisational Working Conditions and Public Servants Code of Conduct.
EXPERIENCE	Experience and Past Work Performance	<ul><li>3.1 At least 4 years of relevant work experience</li><li>3.2 Previous performance review from former/current employers</li></ul>
QUALIFICATIONS	Academic qualifications and training attended	<ul><li>4.1 A minimum qualification of a degree with a research component</li><li>4.2 Attended training relevant to the position</li></ul>