



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
to the Electoral Commissioner

30 Mulinuu Road

P.O Box: 219 APIA

(685) 8424538 | 8428830 | 8425967

helpdesk@oec.gov.ws

www.facebook.com/oecsamoa

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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 truthful and abiding by laws of Samoa.	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 the Government and colleagues with courtesy and respect	Transparency & Accountability - Taking actions and openly making decisions, being able to explain the reason for actions taken, and taking responsibility for those actions	Efficiency & Effectiveness - Achieving good results for Samoa in an economical way
Independence - Maintain independence in decision making and action, take initiative, lead without undue influence from others, fostering autonomy within the team and empower the team to contribute effectively to Team Objectives.		

DIVISIONAL PURPOSE

To optimize voter registration opportunities to achieve an accurate, comprehensive 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
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RESPONSIBILITIES AND DUTIES

Voter Registration Administration

1. Conduct registration of voters.
2. Ensure that all information about voters is correct and legally valid according to the Electoral Act 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

<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
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	2.1 Willingly assist others in the development of divisional and organisational goals, internal policies and procedures 2.2 Exude professionalism and provide impartial advice when needed



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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	<p>3.1 At least 4 years of relevant work experience</p> <p>3.2 Previous performance review from former/current employers</p>
QUALIFICATIONS	Academic qualifications and training attended	<p>4.1 A minimum qualification of a degree with a research component</p> <p>4.2 Attended training relevant to the position</p>