



APPLICATION PACKAGE: ASSISTANT ELECTORAL COMMISSIONER – ELECTORAL OPERATION POSITION



1. About the Office of the Electoral Commission:

The Office of the Electoral Commission (“OEC”) was established under the Electoral Amendment Act 2005. Ongoing legislation review resulted in the passage of the Electoral Commission Act 2019, which governs the functions of the Office.

Our Vision:

To become a leading electoral management institution in the Pacific region that conducts free, fair, and inclusive elections and referendum

Our Mission:

Strengthening our partnership with key stakeholders to implement robust voting and electoral systems that mirror international election 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 the 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 making decisions in an open way, 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

2. About the Position:

As a member of the Management Team, the **Assistant Electoral Commissioner, Electoral Operations & Returning Services**, leads and manages the operations of the Electoral Operations and Returning Services Division.

Attached is the Job Description outlining the roles and responsibilities of the Assistant Commissioner – Electoral Operations & Returning Services Position and the Merit Factors for assessing a suitable candidate for this position.

3. How to Apply:

a. Preparation of your Application

For your application to be considered, please ensure:

- i. To complete all 13 Sections of the Application Form
- ii. All copies of academic achievement/qualification/training, etc, are certified
- iii. To attach copies of recently updated Curriculum Vitae
- iv. To list down three (3) referees with their email addresses and phone numbers included
- v. That your Police Report (within 12 months) is provided.



b. Submitting your Application

- i. You are to address your application to:

**Electoral Commissioner
Office of the Electoral Commissioner
30 Mulinuu Road
APIA**

- ii. Applications can be submitted to the Office of the Electoral Commission – Mulinuu (30 Mulinuu Road) or email to csds@oec.gov.ws
- iii. You are to submit your application by the **29th October 2025 at 4:00 pm**
- iv. For more information, please contact our Corporate Services on telephone#25967 extension 430/431 or email csds@oec.gov.ws

4. Benefits and Entitlement:

Work Location:	OEC Main Office - 30 Mulinuu Road
Duration:	3 years
Salary:	\$94,624 per annum
Working Hours:	Monday to Friday – 9:00 a.m. – 5:00 p.m., excluding Public Holidays and Commission Holidays.
Performance Review:	Performance review is conducted annually and in accordance with the OEC Performance Management System.
Leave Entitlements	Annual Leave: 20 days of annual leave per annum
	Sick Leave: 20 days sick leave per annum
	Others: subject to conditions outlined in the OEC Employment Guidelines
End of Contract Benefits:	Appointee is entitled to end-of-contract payment equivalent to 10 working days of every contract year served, at the salary rate on the end of the contract term.
Superannuation:	Government shall pay a percentage of the Appointee's contribution or another rate prescribed by the National Provident Fund from time to time.
Accident Compensation:	Government shall pay a percentage of the Appointee's contribution or another rate prescribed by the ACC Act 1989
Duty Travel:	Travelling expenses will be covered by OEC or development partners at approved rates, essentially required for official duty travel
International Recruit:	Appointee recruited from overseas is to bear all costs associated of relocation and will not be the responsibility of OEC



5. Job Description

Primary Objective:

To ensure the effective and efficient management and conduct of elections in accordance with the law. Being responsible for the preparation and administration of all election activities, such as:

- Competent administration of an election or any other election-related event in a completely non-partisan way and in accordance with the guidelines, to generate confidence in the fair, transparent, and impartial conduction of the electoral process.
- Conduct training sessions for workers who are on the front lines of the election process, revising the list of voters, and writing in the poll.

Duties and Responsibilities

Technical/ Operational Management and Policy Advice

1. Lead and provide strategic policy advice on all issues pertaining to the effective and efficient management and operation of the Election in the Office of the Electoral Commission
2. Advise and identify critical policy concerns for policy development, focusing on the preparation of guidelines, policies, and protocols to ensure Electoral operations are carried out according to legislation
3. Work collaboratively with the relevant division (Legal) in managing compliance issues relating to the electoral process and provide remedial advice to the EC
4. Develop and implement the Division's overall strategy and detailed planning in support of the Ministry's strategic policy directions
5. Oversee the planning and review cycle for the review and development of existing electoral operation policies and plans to reflect and achieve the current Office of the EC's priorities
6. Lead the overall development, implementation, and management of a schedule of events outlining civic education programs in community/districts/educational institutions and religious organizations
7. Lead, oversee, and facilitate the electoral prescription for the school curriculum
8. Lead in providing information to stakeholders on methods and opportunities to get on the voters list
9. Conduct trainings for election officials in the conduct of their duties
10. Managing the distribution of supplies within the division so that all necessary supplies for the conduct of the vote are delivered to election officials in sufficient time for their use
11. Closing the returning office and returning all supplies to the main Office
12. Research and review returning procedures and systems to ensure streamlined and strengthened application and relevancy
13. Develop, implement, and review pre-election and post-election activity plans
14. Review and report on the Electoral processes and the administrative structure for the efficient reporting format of General Elections, By-Elections, and annual reporting
15. Develop, implement, and review reporting procedures to ensure post-election feedback from polling officials to assist in meeting the Electoral Commission's review and reporting



requirements

16. Lead and implement a calendar of activities and report for General Elections and By-Elections within the required timelines

Monitoring, Reporting & Regulation

1. Ensure effective M&E strategies are in place for efficient and effective electoral operations (procedures, Timing, voting/voters, and nominations, etc.)
2. Lead in the coordination and running of the M&E process for electoral processes and activities
3. Identify and analyze voting/registration patterns and practices to guide the development of strategies for compliance
4. Establish and manage relationships with overseas and local agencies to ensure the application of best practices of democratic principles in elections
5. Manage the collection, collation, and distribution of electoral operation and investigation information
6. Provide advice, guidance, and support to Political Parties to minimize non-compliance with the Electoral Act 2019

Leadership & Management

1. Lead and manage the core functions of the division in order to foster quality assurance and ethical standards of all services, and be accountable for the effective and efficient usage of resources
2. Lead and role-model the Public Service Values for Divisional team members, organization, and wider Public Service
3. Provide on-the-job support, mentoring, and coaching as well as training for team members to ensure their continuous development
4. Ensure that effective performance management and evaluation processes are undertaken for team members of the Division
5. Assist in the development and implementation of the following Ministry Reports/Plans
 - Sector Plan
 - Workforce Plan
 - Management Plan
 - Annual Report
 - Performance Management Plans / Appraisals
 - And any other plans/reports in support of the Office of the Electoral Commission's strategic policy direction, and conduct regular reviews
6. Identify priority budgetary requirements for the Division's annual submission of performance measures and fiscal provisions, and ensure the Division's resources are managed in accordance with prevailing policies
7. Collaborate with other Divisions to develop and ensure training resources and materials on relevant technical trainings that are conducted across the Office
8. Act as the Electoral Commissioner in intra-ministry work collaboration or other forums as directed from time to time
9. Being an effective and non-partisan representative of Elections



Key Deliverables

1. Finalize and implement an Electoral Operational Manual in accordance with OEC Mandates and Strategic Plan
2. Carry out regular trainings on electoral operation procedures and policies for polling officials, scrutineers, and candidates to ensure the flow in conducting the general election
3. Review and submit a consolidated report on election processes, election material, election documents, and administrative structures, and make recommendations in preparation for the General Elections
4. Develop/Review awareness strategies and carry out awareness initiatives on all relevant legislation for the public information registrations in preparation for the General Election 2020
5. Work collaboratively with the Ministry of Education in promoting and conducting awareness on Election policies and regulations
6. Successful achievement of the Division's Performance Measures as per budget activities per Financial Year
7. Work collaboratively with other divisions in enforcing amendments made to the Electoral Act for the public's information online
8. Lead the coordination and compilation of all electoral reports to be submitted to Parliament within 4 months after an election.

Merit Factors

1. Skills and Abilities

- Ability to drive the Organisation with vision to achieve long-term goals and sustainable growth
- Good understanding of the organisation's direction and translating strategic objectives into operational activities.
- Committed to building and sustaining relationships within OEC, across the public sector, and with other stakeholders
- Oversee the implementation of multiple change initiatives with a focus on the desired outcome.
- Ensure planned targets are monitored and measured, and achieve expected outcomes
- Ability to lead a performance culture that drives service delivery.
- Deals with concepts and complexity comfortably and exhibits sound judgment in decision-making.
- Scope out the length and complexity of tasks and projects, determine resources, and set divisional goals in line with OEC's strategic direction.

2. Personal Attributes

- Exhibits and applies high integrity and ethical principles.
- Act professionally in carrying out duties and responsibilities despite personal preferences
- Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness.
- A high achiever with a reputation for success and quality performance.
- Sets high standards of performance for self and others.
- Handles concepts and complexity proficiently, provides insight and understanding for others, and appropriately integrates them into the workplace.



- Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.

3. Experience

- 5 years of relevant experience in electoral management
- 7 years of relevant experience in executive and senior management

4. Qualification

- A Bachelor's Degree in Public Administration, Management or a relevant discipline