



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

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JOB DESCRIPTION

ELECTORAL OFFICER POSITION

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 GOAL (S)

- To prepare, conduct, supervise free, fair, and inclusive elections and referendums
- To strengthen partnership with national and international stakeholders to ensure advancement of our electoral systems and processes

JOB DETAIL SUMMARY

Position	ELECTORAL OFFICER
Position Code	EV000031
Division	ELECTORAL OPERATIONS & RETURNING DIVISION
Grade	A9/10
Salary	Salary Min: \$27,559
Responsible to	ASSISTANCE ELECTORAL COMMISSIONER - EOR
Responsible for	To carry out planned activities in electoral operations and assist in the review of electoral materials, procedures, and resources to ensure best practice and quality service delivery in accordance with the Electoral Laws.
Number of Staff holding this post	1
Number of staff supervised	

KEY RESULT AREAS

Management of Electoral Materials		Polling Officials' Training & Awareness
Electoral Procedures/Processes		Polling Booth Management
RESPONSIBILITIES AND DUTIES		
Management of election materials. 1. Review and identify issues with electoral materials including (ballot papers, electoral forms, ballot boxes, etc.) after each election to determine operational gaps and prepare recommendations for improvements. 2. Oversee the receipt, verification and secure storage of all electoral materials used in the conduct of elections. . 3. Maintain accurate inventory records and prepare reports for accountability. Electoral Procedures & Processes. 4. Implement electoral and standard operating processes in compliance with electoral laws and processes.. 5. Ensure adherence to timelines and legal requirements during election preparations and polling. 6. Provide input for the continuous improvement of procedures based on operational experiences. Polling Booth Management 7. Maintain and update the database of polling booths regularly. 8. Coordinate and conduct inspection and logistical arrangements for polling booths, including facilities, equipment, and accessibility. 9. Provide reports and recommendations on polling booth issues to the Senior Electoral Officer. Polling Officials' Training & Awareness 10. Prepare training materials and resources for polling officials and the delivery of civic awareness programs 11. Facilitate awareness initiatives that promote understanding of election procedures among polling officials and the general public. 12. Maintain and update the polling officials' database with current contact details and deployment records.		
JOB COMPETENCIES / SELECTION CRITERIA		
<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	1. Research & Analytical Skills	1.1 Sound analytical and innovative skills with commitment to carrying out duties. 1.2 Demonstrated ability to seek relevant information, analyze issues, and draw sound conclusions
	2. Communication and Presentation Skills	2.1 Communicate clearly, concisely, and effectively in both written and oral forms, in English and Samoan

	3. Report Writing Skills 4. Computer Skills 5. Facilitation & Training Skills	3.1 Ability to prepare high-quality reports and submit them on time when required. 4.1 Strong understanding and proficiency in using Microsoft Office applications. 5.1 Ability to deliver training for poll officials and conduct voter education programs.
PERSONAL ATTRIBUTES	1. Commitment & Drive 2. Professional Integrity	1.1 Willingly support others in achieving divisional and organisational goals, internal policies, and organizational goals, as well as complying with internal policies and procedures 2.1 Demonstrates high personal and professional standards consistent with the values and principles of the Office of the Electoral Commission.
EXPERIENCE	Experience and Past Work Performance	3.1 At least 3 years of relevant work experience 3.2 Previous performance review from former/current employers
QUALIFICATIONS	Academic qualifications and training attended	4.1 A minimum qualification of a Bachelor of Arts degree or any other relevant field 4.2 Attended training relevant to the position