

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 **(f)**www.oec.gov.ws **(f)**

JOB DESCRIPTION

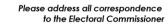
RECORDS CLERK

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

VALUES OF THE OFFICE OF THE ELECTORAL COMMISSIONER						
Honesty - Acting honestly being truthful and abiding by	Impartiality - Providing impartial advice acting without fear or favour and making			faithful service to the		
laws of Samoa				Government		
	decisions on their merits					
Respect - Treating the people	Transparency & Accountability - Taking actions and making decisions in an open			cy & Effectiveness -		
the Government and					od results for Samoa in an	
colleagues with courtesy and	way being able to explain the reason for		ec	conomical way		
respect	actions taken and taking responsibility for					
T 1	1 14	those actions		1: 1 .:		
Independence - Maintain independence in decision making and action						
DIVISIONAL PURPOSE						
To provide a professional and enabling business environment to support our core business						
JOB DETAIL SUMMARY						
Position		RECORDS CLERK				
Position Code		EV000037				
Division		CORPORATE SERVICE DIVISION				
Grade		A4/L4				
Salary		Salary Min: \$10,534 p.a.				
Responsible to		Senior Records Management Officer				
Responsible for		Assist in ensuring that all Administrative Records are				
		effectively carried out.				
Number of Staff holding this post		1				
Number of staff supervised	Number of staff supervised		0			
		KEY RESUL	T AREAS			
File index for	Inwards	& outwards	Administrativ	ve Records	Individual Workplan	
Administrative Records	correspondence & filing		Database			
process.		C				
RESPONSIBILITIES AND DUTIES						
Maintenance of Filing Index for Administrative Records						

- 1. Maintain File Index and ensure compliance with C.A.R.S & Code of best practice
- 2. Timely retrieval of files when required
- 3. Sort and file of all Administrative Records using File Index





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Inwards and Outwards Correspondence

- 4. Receive, stamp, scan and make copies of all incoming and outgoing correspondences
- 5. Register correspondence on incoming and outgoing register and deliver to its designated location.
- 6. Refer all confidential correspondences to Senior Records Management Officer or higher level.

Update Administrative Records Database

- 7. Update and maintain Administrative Records Database and registers to ensure accuracy and accessibility from time to time.
- **8.** All correspondence must be register.

Individual Work Plan

- **9.** Be able to develop daily and annual individual work plan
- 10. Prepare monthly reports for Administrative Records

JOB COMPETENCIES / SELECTION CRITERIA						
<u>MERIT</u>	<u>JOB</u>	DESCRIPTOR				
	COMPETENCIES					
SKILLS &	1. Organisational &	1.1 Ability to formulate individual work plan that				
ABILITIES	Planning.	links to the unit's overall plan.				
		1.2 Ability to organize and plan daily activities or ad-hoc tasks given				
	2.Computer Skills	2.1 Good understanding of Microsoft				
	2. Computer Skins	Application and ability to utilize different				
		programs based on nature of work.				
	3. Communication and	3.1 Communicates in a clear, concise and				
	Interpersonal Skills	articulate manner in both written and oral and both in English and Samoa				
		3.2 Ability to use different means of communication				
		3.3 Excellent interpersonal skills to interact				
		professionally with staff and clients while				
		handling administrative records				
PERSONAL	1. Service	1.1 Serving the people well, through faithful				
ATTRIBUTES		service to the Government				
	2. Respect	2.1 Demonstrates respect for supervisors,				
		colleagues, and clients through courteous				
		communication and professional conduct.				



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	3. Confidentiality	3.1 Ability to maintain confidentiality and handle sensitive information.
EXPERIENCE	3.Experience and Past Work Performance	3.1 Relevant working experience in administrative & record keeping component. ((Desirable)
QUALIFICATIONS	4.Academic qualifications and trainings attended	4.1 A minimum qualification of a SSLC or a relevant or recognized Certificate from another Institution. (Desirable)4.2 Attended trainings relevant to the position