



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
www.oec.gov.ws

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 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			
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	0		
KEY RESULT AREAS			
File index for Administrative Records	Inwards & outwards correspondence & filing process.	Administrative Records Database	Individual Workplan
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 COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	1. Organisational & Planning. 2. Computer Skills 3. Communication and Interpersonal Skills	1.1 Ability to formulate individual work plan that links to the unit's overall plan. 1.2 Ability to organize and plan daily activities or ad-hoc tasks given 2.1 Good understanding of Microsoft Application and ability to utilize different programs based on nature of work. 3.1 Communicates in a clear, concise and 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 ATTRIBUTES	1. Service 2. Respect	1.1 Serving the people well, through faithful service to the Government 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