



APPLICATION PACKAGE: ASSISTANT ELECTORAL COMMISSIONER – LEGAL, POLICY & INVESTIGATION

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, Legal, Policy & Investigation**, leads and manages the operations of the Legal, Policy & Investigation Division.

Attached is the Job Description outlining the roles and responsibilities of the Assistant Commissioner – Legal, Policy & Investigation 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 **13th February 2026 at 4:00 pm**

iv. For more information, please contact our Corporate Services on telephone#8425967 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 provide quality legal service and policy advice on all legal activities in accordance with the mandated roles of the Office of the Electoral Commission (OEC), taking into consideration the review, strengthening, and application of the legislative framework implemented and enforced by OEC.

Duties and Responsibilities

Legal and Policy Advice

1. Legal and Policy advice: Consult with relevant stakeholders on proposed policy changes and any amendments to the Electoral Act.
2. Manage Contracts/Consultants engaged to perform any legal work for the Office of the Electoral Commission and Service Providers.
3. Enforce provisions and compliance with the Electoral Legislation.
4. Identify service requirements, appropriate delivery methods, and guidelines to implement, monitor, and evaluate systems for the Division.
5. Advise and provide recommendations to the Electoral Commissioner on issues relating to the Electoral Act/Constitution, Cabinet Directives, and other developments impacting on electoral matters and electoral processes.
6. Preparation of guidelines, policies, and protocols to assist the Commissioner in the capacity of policy adviser to the Government on Electoral Matters.
7. Provide support to the Commission of Inquiry into electoral matters and analyse issues to inform legislative and policy changes.
8. Lead the development, review, research, and analysis of the relevant policies with the technical divisions (Registration and EOR Divisions) as required to progress legislative and policy change.
9. Lead the Legal and Policy Division and provide professional legal services necessary to facilitate the systems of operations of the Office of the Electoral Commission.
10. Lead and facilitate the review of existing Electoral legislation in collaboration with the Office of the Attorney General and the Law Reform Commission from time to time and when appropriate.

Monitoring and Enforcement

11. Monitor and enforce compliance of all Electoral Legislation.
12. Consult and prepare annual compliance and enforcement plans for relevant division of the OEC.
13. Ensure investigation of electoral cases are effectively carried out and prosecuted accordingly

Leadership, Management, and Capacity Building

14. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.

15. Provide on-the-job support, mentoring, coaching, and training for team members to ensure their continuous development.
16. Ensure that effective performance management and evaluation processes are undertaken for team members.
17. 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.
18. Assist in the development and implementation of the Office's Reports/Plans (Corporate Plan, Management Plan, Annual Reports, Performance Management Plans, etc.)
19. Ensure that technical training is conducted across the Office as required.
20. Ensure alignment of OEC duties and responsibilities with the legal mandate.
21. Work with other technical Divisions to develop training resources and materials on relevant legislation as necessary.
22. Identify priority budgetary requirements for the Division's annual submission of performance measures and budgetary provisions and ensure that the Division's resources are managed in accordance with prevailing policies.
23. Mentor, support, and coach team members on-the-job and share institutional knowledge on work-related policies, practices, and procedures.
24. Manage the allocation and be accountable for all physical resources of the Division.
25. Identify priority budgetary requirements for the Division annually.
26. Act as an Electoral Commissioner when required.
27. Represent the Office of the Electoral Commission in local and international forums when required.

Key deliverables:

1. Review and develop Electoral Regulation to set out requirements for local elections and polls.
2. Conduct review of the Electoral legislation and other relevant legal frameworks following the 2025 General Election to address issues that arise during the election.
3. Develop and maintain partnerships with stakeholders to regularize and disseminate information transfer.
4. Review the Office of the Electoral Commission's internal policies to be more effective in guiding the roles of the OEC.

Merit Factors

1. Skills and Abilities

Strategic Thinking

- Recognizes the impact of OEC's direction and role within the government and community.
- Understands OEC's direction and aligns/translates strategic objectives into operational activities.
- Provides advice to the Government based on analysis of a broad range of issues.
- Considers multiple perspectives when assessing the impact of key issues and identifies viable solutions.
- Applies intellect and knowledge to weigh up information and identify critical factors and issues.
- Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.

Building & Sustaining Relationships

- Is committed to client service, builds and sustains relationships within the organization, across the public service, with the public, and other stakeholders.
- Consults broadly to obtain buy-in, draws on knowledge of work partners, and fosters teamwork



and cooperation through sharing information.

- Capitalises on diversity and harnesses different viewpoints to enhance the operations of the Legal and Policy Division.
- Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work.
- Mentor, provides constructive feedback and recognizes success and engages in activities to sustain morale.
- Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication.
- Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.

Delivers/Achieves Results

- Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency.
- Monitors and manages resourcing pressures for optimum outcomes.
- Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies.
- Fosters a culture of achievement and ensure planned targets / projects are realistic.
- Ensure planned targets are monitored and measured and achieves expected outputs/outcomes.

Leadership

- Effectively leads the organization to ensure achievement of set targets.
- Ability to lead and manage change and shows high level of commitment in meeting set targets.
- Deals with concepts and complexity comfortably and exhibits sound judgment in making decisions.
- Ability to lead a performance culture that drives service delivery internally (within the agency).

Management

- Scope out length and complexity of task and projects, determine resources and set divisional objectives and goals in line with organizational direction.
- Set work into process steps and schedules, forecast obstacles and plan mitigating factors and continuously measure performance against goals.
- Manages projects across multiple agencies and keeps stakeholders informed.
- Ensure staff capacity is adequate and relevant and identify workforce issues that need addressing.

2. Personal Attributes

Integrity

- Exhibits and applies high integrity and ethical principles.
- Is indisputably trusted and operates professionally.
- 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.

Commitment & Personal Drive

- Defines work in terms of results and pursues success with energy and drive.
- Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track.



- Helps others to define goals and plan a route for achievement.
- A high achiever with a reputation for success and quality performance.
- Sets high standards of performance for self and others.

Intellect & Judgement

- Understands the environment affecting work of the organization and impacts on divisional level.
- Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues.
- Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace.
- Has good judgment as to what information is significant and useable in each situation.
- Demonstrates effective judgment to weigh up options and develop realistic solutions.

Creative & Innovation

- Develops innovative ideas and methods of doing things.
- Searches for new and more effective methods, making connections between previously unrelated ideas.
- Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.

3. Experience

- 7 years of experience in the practice of Law, Legislative Drafting, Policy and Planning.
- 5 years of experience in strategic leadership and management.

4. Qualification

- A Bachelor's Degree in Law
- Must be a qualified legal practitioner from an internationally recognized tertiary institution, eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa