



# 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** **EXECUTIVE ASSISTANT 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 mirror 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		
Acting <b>Honestly</b> , being truthful, and abiding by the laws of Samoa	Providing <b>Impartial</b> advice, acting without fear or favour, and making decisions on merit	Serving the people well through faithful <b>Services</b> to the Government
Treating the people, the Government, and colleagues with courtesy and <b>Respect</b>	Maintain <b>Independence</b> in decision-making and action	<b>Effective and efficiency</b> – achieving good results for Samoa in an economical way
<b>Transparency &amp; Accountability:</b> Taking actions and making decisions in an open way, being able to explain the reason for actions taken, and taking responsibility for those actions		Maintain <b>Independence</b> in decision-making and action.

DIVISIONAL GOALS		
To enhance and protect OEC's organisational values by providing risk-based audits and objective assurance, advice, and insights.		
Mitigate risk and ensure efficient and appropriate processes and internal controls across OEC's Key Operational and Financial activities.		

JOB DETAIL SUMMARY		
<b>Position</b>	EXECUTIVE ASSISTANT	
<b>Position Code</b>	EV000003	
<b>Division</b>	COMMISSIONER's PORTFOLIO	
<b>Grade</b>	A12/A15	
<b>Salary</b>	Salary Min: \$34,438 – Salary Max: \$52,063	
<b>Responsible to</b>	Electoral Commissioner	
<b>Responsible for</b>	Primarily responsible for the performance of all secretarial duties for the office of the Electoral Commissioner. The Executive Assistant also assists with the arrangements and facilitation of management meetings.	
<b>Number of Staff holding this post</b>	1	
<b>Number of staff supervised</b>	0	

KEY RESULT AREAS		
Commissioner and Executive Calendar Management	Administration and Operations	Stakeholder Relations
Leadership and Strategic Support		

RESPONSIBILITIES AND DUTIES		
<b>Commissioner &amp; Executive Calendar Management</b>		

1. Manage the Electoral Commissioner's complex calendars on an annual basis
2. Schedule meetings and coordinate logistics with relevant Officers if needed
3. Prioritize EC appointments and proactively resolve scheduling conflicts
4. Organise and prepare for meetings, including agendas and materials

#### **Administrative and Operations**

5. Handle travel arrangements, bookings, and itineraries
6. Manage EC Portfolio procurement and Office supplies.
7. Maintain Official records for the Commissioner's Office

#### **Stakeholder Relations**

8. Serve as the first point of contact for the Electoral Commissioner and Executive Management
9. Foster positive relationships with internal and external contacts

#### **Leadership & Strategic Support**

10. Conduct research and gather information for EC and Executive Management decision-making
11. Act as a liaison between Executive Management, Staff and external stakeholders

### **JOB COMPETENCIES / SELECTION CRITERIA**

#### **SKILLS & ABILITIES:**

##### **1. Organisational & Planning Skills**

- Demonstrate clear organisational systems for management tasks, calendars, meetings, and files
- Ability to effectively prioritize tasks and keep everything in order
- Ability to pivot and adjust to unexpected tasks when called for.

##### **2. Communication and Interpersonal Skills**

- Ability to listen and understand the needs and expectations of the Electoral Commissioner, Executive Management, and Staff
- Ability to clearly express oneself in both written and verbal formats in English and Samoan.
- Effective collaboration with other members of the Office

##### **3. Time Management Skills**

- Ability to manage time wisely and stay organised even when handling quick deadlines
- Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities

##### **4. Computer Skills**

- Demonstrate strong technical skills in Microsoft Office (Word, Excel, PowerPoint, and Access)
- Ensure emails are accurate, calendars are clean, and presentations are refined

##### **5. Leadership**

- Ability to lead and manage planned targets with a commitment to achieving the same
- Demonstrate good understanding of how tasks align with strategic goals
- Shows sound analytical and innovative skills and commitment to carrying out duties

#### **PERSONAL ATTRIBUTES:**

##### **1. Commitment and Personal Drive**

- Pursues work with energy and drive
- Perseveres to achieve goals in the face of resistance and setbacks
- Consistently meets goals and pushes for results

**2. Integrity**

- Widely trusted and seen as a direct and trustworthy individual
- Presents truthful information in an appropriate and helpful manner
- Work in a professional manner despite personal preferences
- Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness.

**3. Teamwork**

- Treats people with respect and courtesy, recognizing their needs and views
- Deals with people in an honest and straightforward manner
- Provides timely, honest, and constructive feedback to others, both formally and informally
- Contributes to creating a motivated environment where goals can be achieved

**4. Values**

- Familiar with and understands the Code of Conduct (PSC Act 2004, Section 19)
- Role Models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness.

**Experience & Past Work Performance**

- At least four (4) years of work experience in secretarial role or office administration

**Qualifications**

- Minimum qualification of a Bachelor's Degree in Management or Business Administration
- Attended training relevant to the requirements of the position