



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 Mulinu Road

P.O Box: 219 APIA

(685) 8424538 | 8428830 | 8425967

helpdesk@oec.gov.ws

www.facebook.com/oecsamoa

www.oec.gov.ws

JOB DESCRIPTION

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 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 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; foster autonomy within the team; and empower the team to contribute effectively to Team Objectives.		

DIVISIONAL PURPOSE

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

JOB DETAIL SUMMARY

Position	PRINCIPAL ELECTORAL OFFICER
Position Code	EV000030
Division	ELECTORAL OPERATIONS & RETURNING SERVICES
Grade	A16/A17
Salary	Salary Min: \$55,431 - Salary Max: \$75,709
Responsible to	Assistant Commissioner, Electoral Operations
Responsible for	To ensure that EOR service is carried out effectively and efficiently through quality planning and management.
Number of Staff holding this post	1
Number of staff supervised	2

KEY RESULT AREAS

Election Planning and Operational Management	Electoral Logistics and Resource Management.	Compliance, Governance, and Quality Assurance.	Leadership and Management
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RESPONSIBILITIES AND DUTIES

Election Planning and Operational Management

1. Develop, implement, and manage the EORD operational plan based on agreed objectives and priorities, and statutory timelines.

2. Encourage and enforce ethical conduct, integrity and full compliance with electoral laws, polices, and procedures in in all electoral operations.
3. Plan, coordinate, and supervise the distribution and management of election materials, equipment and allocating of polling officials in preparation for elections.
4. Oversee the implementation of EORD activities to ensure the efficient, timely, transparent and lawful conduct of electoral processes.
5. Lead risk assessment and contingency planning to ensure operational readiness and business continuity during electoral events.
6. Coordinate operation planning with internal divisions, government agencies, and key stakeholders to ensure integrated election delivery.

Electoral Logistics and Resource Management.

7. Ensure that government assets under the Electoral Operation and Returning Division are properly accounted for, safeguard, and fully utilized.
8. Monitor, evaluate, and report on section activities and staff work performance for OEC annual reporting and conduct staff performance appraisals
9. Develop and maintain an operational calendar of EORD activities and submit for EC approval.
10. Review and update the Electoral Operations Manual to ensure continuous improvement and alignment with legislative and procedural requirements.

Compliance, Governance, and Quality Assurance.

11. Recommend and assist with the development and implementation of policies, procedures, and systems that support effective Returning operations.
12. Provide logistical analysis and lessons learned from previous elections to strengthen resource planning and management systems.
13. Prepare and provide monthly reports on operational and performance reports to Management.
14. Support the development and review of staff job descriptions, roles, and workforce planning within the Electoral Operation and Returning Division.
15. Ensure adherence to audit requirements, internal controls, and risk management frameworks to maintain transparency and accountability.
16. Monitor operational standards and implement quality assurance measures to improve service delivery and election integrity.

Leadership and Management

17. Provide strategic leadership, direction, and oversight to the Electoral Operations and Returning Division to achieve organizational objectives.
18. Supervise, guide, and mentor staff to ensure effective service delivery and compliance with operational standards.
19. Provide on-the-job training and identify skills gaps, recommending appropriate professional development to enhance staff capability.
20. Contribute to the development of voter awareness and educational initiatives to improve public understanding of voting rights, processes, and electoral offences.



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JOB COMPETENCIES / SELECTION CRITERIA		
<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	Management & Leadership Skills	<ul style="list-style-type: none"> • Demonstrated ability to lead, supervise and manage staff effectively, promote teamwork and foster a high-performance, accountable work environment. • Ability to set clear direction, delegate responsibilities, monitor performance, and achieve operational outcomes
	Analytical and Conceptual Skills	<p>Ability to visualize, interpret, and synthesize information to solve complex and routine operational problems and make sound, evidenced-based decisions.</p> <ul style="list-style-type: none"> • Demonstrates sound analytical thinking, innovation, and initiative in improving systems, processes, and service delivery. • Ability to assess risks, identify gaps, and develop practical solutions to strengthen electoral operations.
	Organizational & Planning Skills.	<ul style="list-style-type: none"> • Ability to develop strategic, corporate, and annual operational plans aligned with organizational priorities. • Strong coordination skills with ability to manage multiple tasks, projects and timeliness simultaneously. • Ability to plan, allocate, and manage resources efficiently, including staff, budgets and logistics.
	Communication and Presentation Skills	<ul style="list-style-type: none"> • Possesses good communication skills and can communicate in a clear, concise, and articulate manner in both written and oral formats. English and Samoan
	Report Writing Skills	<ul style="list-style-type: none"> • Ability to prepare accurate, comprehensive, and timely reports, briefs, and operational documentation.

PERSONAL ATTRIBUTES	Professional Integrity	<ul style="list-style-type: none"> • Acts with honesty, impartiality, and professionalism, maintaining high ethical standards consistent with the principles and values of the Office of the Electoral Commission (OEC).
	Team Player	<ul style="list-style-type: none"> • Collaborative and respectful, willing to work across teams and divisions and able to build positive working relationships to achieve shared objectives.
	Commitment and Drive	<ul style="list-style-type: none"> • Results-focused with a strong work ethic and commitment to delivering quality outcomes. • Anticipates challenges and proactively develops solutions. • Sustains focus on achieving goals and deadlines. • Supports others to set targets and achieve performance standards.
EXPERIENCE	Experience and Past Work Performance	<ul style="list-style-type: none"> • At least five (5) years of relevant working experience in senior level operations or public administration • At least three (3) years of relevant experience in election management
QUALIFICATIONS	Academic qualifications and training attended	<ul style="list-style-type: none"> • A minimum qualification of a Bachelor's Degree in Public Administration, Political Science, or a related field. • Attended trainings relevant to the position