



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
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JOB DESCRIPTION
IT SPECIALIST PROGRAMMER

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 develop, implement, and maintain a robust and resilient ICT system for election processes
- To strengthen partnerships with national and international stakeholders to ensure advancement of our electoral systems and processes.

JOB DETAIL SUMMARY

Position	IT SPECIALIST PROGRAMMER
Position Code	EV000046
Division	INFORMATION, COMMUNICATION & TECHNOLOGY DIVISION
Grade	A19
Salary	Salary Min: \$81,228 – Max: \$94,167
Responsible to	Assistant Commissioner, ICT
Responsible for	The IT Specialist Programmer - is responsible for leading the design, development, integration, enhancement, maintenance, and technical optimisation of the Electoral Management Information System (EMIS) and associated electoral technology platforms, including the integration with the Biometric system (BMS). The role ensures that electoral systems are reliable, secure, scalable, and operationally resilient to support voter

	<p>registration, biometric enrolment & verification, electoral roll management and election operations.</p> <p>The position supports OEC’s digital innovation initiatives by driving system improvements, supporting digital transformation initiatives and strengthen OEC’s capacity to manage modern fit-for-purpose technologies.</p>
Number of Staff holding this post	1
Number of staff supervised	1
RESPONSIBILITIES AND DUTIES	
<p><u>Leadership & Management</u></p> <ul style="list-style-type: none"> • Promote a positive work environment and motivation for the programming team to achieve set goals. • Collaborate with internal and external stakeholders to ensure software development projects are aligned with OEC goals. • Build and maintain strong relationships with stakeholders in managing expectations and addressing feedback. • Support knowledge transfer and technical capacity building within the ICT Division. • Develop and review the section’s annual plan and conduct Performance Appraisal of reporting staff. • Provide monthly reports on the section’s activities. • Assist in the reviewing of the ICT Divisions Annual Plan and Budget. <p><u>Electoral Systems Architecture & Development</u></p> <ul style="list-style-type: none"> • Lead the design, development, testing, maintenance and enhancement of the EMIS. • Ensure the system supports efficient voter registration operations and electoral roll management and electoral operations. • Maintain system performance and reliability for EMS and Votecaster. • Implement system improvements and upgrades to meet evolving electoral operational requirements. <p><u>Biometric System Integration</u></p> <ul style="list-style-type: none"> • Ensure proper integration between EMIS and the Biometric Management System (BMS). • Coordinate with the biometric system vendor to ensure system compatibility and performance. • Ensure reliable processing and synchronization of biometric data including fingerprint and facial recognition data. • Support biometric duplicate detection and voter verification processes. <p><u>Votecaster System Support</u></p> <ul style="list-style-type: none"> • Provide technical support and maintenance for the Votecaster system used during polling day. • Ensure the system is operational, reliable, and capable of supporting election results reporting. • Assist in testing, deployment, and operational readiness of the system prior to elections. • Ensure system monitoring dashboard and tools during election operations. 	



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System Performance and Reliability

- Monitor the performance of electoral systems and implement optimization improvements.
- Ensure high system availability during critical election periods and electoral operations throughout the electoral cycle.
- Troubleshoot and resolve technical issues affecting electoral systems.

Disaster Recovery and System Resilience

- Support development and maintenance of Disaster Recovery Plans (DRP) for electoral systems.
- Maintain system rebuild procedures and backup restoration documentation.
- Ensure system backups and recovery procedures are tested and documented.

Training and Capacity Building

- Conduct training for voter registration staff on the use of the EMIS platform.
- Develop user manuals and system guides for registration officers.
- Provide training following system upgrades or new system features.
- Support the development of training materials for polling officials.
- Assist EORD in training polling staff on the use of election technology.
- Provide technical guidance during election preparation training sessions.

ICT Capacity Building

- Provide technical mentoring and guidance to ICT staff.
- Support knowledge transfer on system development and maintenance.
- Strengthen internal technical capacity to maintain electoral systems.

Vendor Coordination and Technical Oversight

- Coordinate technical matters with the biometric system vendor.
- Participate in testing and evaluation of vendor system updates.
- Ensure vendor systems maintain compatibility with OEC systems.
- Provide technical advice during procurement or upgrade of electoral systems.

Critical Election Systems Governance

- Ensures that electoral systems operate with the highest standards of:
 - system integrity
 - operational reliability
 - security and data protection
 - transparency and accountability

Electoral Data Integrity and Roll Management

- Ensure the integrity, accuracy, and reliability of voter data stored within EMIS.
- Implement validation and data quality mechanisms to support accurate electoral rolls.
- Support biometric deduplication processes through integration with the BMS.
- Assist in electoral roll audits and verification exercises.

ICT Security and Data Protection

- Ensure secure software development best practices are applied to all electoral systems.
- Support protection of sensitive voter and biometric data.
- Ensure systems comply with the OEC ICT security policies and data protection standards.

System Maintenance and Optimisation

- Perform regular maintenance of EMIS to ensure system stability, performance, and reliability.
- Monitor system performance and implement optimisation improvements.
- Conduct debugging, troubleshooting, and bug resolution for electoral software systems.
- Maintain version control and release management for system upgrades.

Election Technology Risk Management

- Identify technical risks affecting electoral systems and propose mitigation measures.
- Support the ICT Division in strengthening system resilience and disaster recovery capability.
- Assist in maintaining contingency measures to ensure continued operation of electoral systems during system disruptions.

System Documentation and Knowledge Management

- Maintain comprehensive documentation of operational manuals and electoral systems including:
 - system architecture
 - database structures
 - integration interfaces
 - system deployment procedures
 - disaster recovery procedures
- Ensure that all modifications to EMIS or related systems follow formal ICT change management.
- Maintain records of system updates, patches, and enhancements.

JOB COMPETENCIES / SELECTION CRITERIA

<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	1. Technical Skills (Essential)	<ul style="list-style-type: none">• Software development and programming.• Database design and management• API development and system integration.



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		<ul style="list-style-type: none"> • Web application development. • System performance optimisation. • Troubleshooting and debugging. • Secure software development practices • Strong technical documentation skills
	2. Leadership and Operational management skills	<ul style="list-style-type: none"> • Ability to guide, supervise and motivate employees on day-to-day activities • Ability to work under pressure during election periods.
	3. Communication, presentation Skills & Interpersonal Skills	<ul style="list-style-type: none"> • Ability to communicate effectively in Eng and Samoan in both written and oral forms • Ability to communicate and interact with other working colleagues. • Ability to communicate technical concepts to non-technical users • Ability to coordinate with internal stakeholders and external vendors
	4. Troubleshooting Skills	<ul style="list-style-type: none"> • Ability to identify Electoral System problems establish a plan of action, verify full system functionality and implement preventative measures
	5. Research and Development Skills	Ability to execute research for the development of ICT Services
PERSONAL ATTRIBUTES	1. Honesty	<ul style="list-style-type: none"> • Acting honesty, being truthful and abiding by the laws of OEC
	2. Impartiality	<ul style="list-style-type: none"> • Providing impartial advice, acting without fear or favour, and making decisions on their merits;
	3. Professionalism	<ul style="list-style-type: none"> • Serving the people in a professional way
	4. Respect	<ul style="list-style-type: none"> • Treating the people, Government and colleagues with courtesy and respect;
	5. Transparency	<ul style="list-style-type: none"> • Taking actions and making decisions in an open way;
	6. Accountability	<ul style="list-style-type: none"> • Being able to explain the reason for actions taken, and taking responsibility for those actions;
	7. Commitment & Result Driven	<ul style="list-style-type: none"> • Desire to achieve results on a timely manner

