



**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**

***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**

<b>Honesty</b> - Acting honestly, being truthful, and abiding by the laws of Samoa.	<b>Impartiality</b> - Providing impartial advice, acting without fear or favour and making decisions on their merits	<b>Service</b> - Serving the people well through faithful service to the Government
<b>Respect</b> - Treating the people, the Government, and colleagues with courtesy and respect	<b>Transparency &amp; Accountability</b> - Taking actions and openly making decisions, being able to explain the reason for actions taken, and taking responsibility for those actions	<b>Efficiency &amp; Effectiveness</b> - Achieving good results for Samoa in an economical way
<b>Independence</b> - 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**

1. To ensure the progressive development and improvement of electoral systems, laws and processes.
2. To provide legal advice and policy guidance to the Executive on electoral matters.
3. To plan, formulate, monitor and evaluate internal and national electoral policies to strengthen electoral governance.
4. To conduct investigations into alleged electoral offences and support enforcement of the Electoral offences.
5. To ensure electoral operations comply with the requirements of the Electoral Act and other relevant legislation.
6. To provide legal, research and policy support to the administration of electoral processes and systems.

**JOB DETAIL SUMMARY**

<b>Position</b>	<b>Senior Research Officer</b>
<b>Position Code</b>	<b>EV000045</b>
<b>Division</b>	<b>Legal, Policy &amp; Investigation</b>
<b>Grade</b>	<b>A12/A13</b>
<b>Salary</b>	<b>\$34,438.00 p.a.</b>
<b>Responsible to</b>	<b>Principal Research Officer &amp; Investigation Officer</b>
<b>Responsible for</b>	Conduct research and analytical work, including survey and data collection and compile information to support the preparation of reports and the provision of legal and policy advice to the Office.
<b>Number of Staff holding this post</b>	<b>0</b>

<b>Number of staff supervised</b>	<b>0</b>	
<b>KEY RESULT AREAS</b>		
Research	Statistics	Work Plans
Policy Database	Monitoring Framework	Policy Advice
<b>RESPONSIBILITIES AND DUTIES</b>		
<b>JOB COMPETENCIES / SELECTION CRITERIA</b>		
<p><b>Policy Advice &amp; Planning.</b></p> <ol style="list-style-type: none"> <li>1. Assist Principal Policy &amp; Research in the development of internal policies.</li> <li>2. Assist in compiling policy advice to OEC Management, Minister and Executive</li> <li>3. Assist in policy research, policy planning, policy formulation, monitoring and evaluation</li> <li>4. Maintain policy database and update on a regular basis</li> <li>5. Assist in policy consultations and awareness</li> </ol> <p><b>Monitoring and Evaluation</b></p> <ol style="list-style-type: none"> <li>6. Assist in the monitoring of endorsed policies both internally and externally</li> <li>7. Assist in the development of a monitoring framework for OEC policies</li> <li>8. Keep record of internal policies due to be reviewed</li> <li>9. Assist in the review of internal policies</li> <li>10. Assist in the compilation of Divisional reports, Annual Reports, Strategic Plan</li> </ol> <p><b>Research and Analysis</b></p> <ol style="list-style-type: none"> <li>11. Carry out research work for the Legal, Policy and Investigation team in support of legal analysis, policy development, investigations, and the preparation of reports and advisory briefs on electoral matters.</li> <li>12. Conduct surveys as directed by the AEC Legal from time to time for the development of OEC operations.</li> <li>13. Work closely with the IT Division in relation to data gathering, analysis and reporting.</li> <li>14. Develop research work plan that links to OEC overall plan to achieve unit and divisional goals</li> <li>15. Assist Principal Research &amp; Policy in conducting legal and general research and design reports/recommendations of the Electoral Act requirements and any term of reference provided.</li> <li>16. Provide analysis of research work to inform legal and policy work of the Division</li> <li>17. Provide research assistance to the Commission of Inquiry</li> </ol> <p><b>Administrative support</b></p> <ol style="list-style-type: none"> <li>18. Provide administrative assistance to a Commission of Inquiry into electoral matters.</li> <li>19. Support the Electoral Operations Division in the administration of General Election &amp; By-Elections.</li> <li>20. Support the daily operations of the LPID Division.</li> <li>21. Represent the views of OEC in training and workshops.</li> <li>22. Perform any other duties as may be required from time to time to support the work and functions of the LPID Division.</li> </ol>		
<b><u>MERIT</u></b>	<b><u>JOB COMPETENCIES</u></b>	<b><u>DESCRIPTOR</u></b>
SKILLS & ABILITIES	Research & Analytical Skills	Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on data



**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

	<p>Communication and Presentation Skills</p> <p>Report Writing Skills</p> <p>Data collection Skills</p>	<p>collected</p> <p>Communicate in a clear, concise and articulate manner in both written and oral English and Samoan</p> <p>Prepare quality report and submitted on time when needed</p> <p>Create and conduct surveys and preparing data on Registration and any other relevant electoral project for Research and Report purposes.</p>
PERSONAL ATTRIBUTES	<p>Commitment &amp; Drive</p> <p>Integrity and Honesty</p>	<p>Willingly assist others in development of divisional and organisation goals, internal policies and procedures</p> <p>Exude professionalism and provides impartial advice when needed</p>
EXPERIENCE	Experience and Past Work Performance	Relevant three (3) years of working experience in conducting research and analysing data.
QUALIFICATIONS	Academic qualifications and trainings attended	<p>A minimum qualification of a Bachelor of Arts or an equivalent.</p> <p>Attended trainings relevant to the position</p>