



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

ASSISTANT ELECTORAL COMMISSIONER: CORPORATE SERVICES

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 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, fostering autonomy within the team and empower the team to contribute effectively to Team Objectives.		

DIVISIONAL PURPOSE

Provides technical advice on human resource, budgetary and financial management and procurement and assets management

JOB DETAIL SUMMARY

Position	Assistant Electoral Commissioner
Position Code	EV000002
Division	Corporate Services Division
Grade	ACEO Level
Salary	Salary Min: \$94,624.00
Responsible to	Electoral Commissioner
Responsible for	Leading and managing the Corporate Service Division to ensure that quality planning, sound management and effective coordination of human resources, administrative, financial and support services to ensure that established outputs and associated targets of the Corporate Service Division are achieved within the Office of the Electoral Commission.
Number of Staff holding this post	1
Number of staff supervised	13

KEY RESULT AREAS

Strategic Policy Advice and Planning	Leadership and Management	Technical/Operational Management and Advice
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RESPONSIBILITIES AND DUTIES

Strategic Policy advice and planning

1. Lead and manage the development of strategic policies, plans, new initiatives for service improvement in the Corporate Services.
2. Lead and manage the division in providing sound and quality advice on all matters pertaining to Human Resources and Financial Management.

Leadership and Management

1. Actively participate as part of the Leadership and Management Team in the decision-making and governance processes of the organization.
2. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.
3. Provide on the job support and coaching as well as training for team members to ensure their continuous development.
4. Ensure that effective performance management and evaluation processes are undertaken for team members.
5. 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.
6. Ensure that internal systems are in place for effective and efficient planning, implementation, monitoring, evaluating and reporting on team performance.
7. Identify priority budgetary requirements for the Divisions annual submission of performance measures and budgetary provisions and ensure the Division's resources are managed in accordance with prevailing policies.
8. Manage projects assigned relating to specific functional areas of responsibilities.
9. Act as Electoral Commissioner when required.
10. Represent the Commissioner in intra-ministry work collaborations or other forums as directed.

Technical / Operational Management and Advice

1. Advise Management on appropriate strategies and activities to support the achievement of the Ministry's outputs and performance targets particularly in the above functional areas.
2. Ensure timely and accurate monthly financial information reporting to all Output managers to enable them to manage and monitor their financial resources.
3. Ensure efficient and effective services to the Ministry in relation to the following functional areas:
 - a. Financial Management
 - b. Human Resource Management & Development
 - c. Procurement and Asset Management
 - d. Utility & Support Services
 - e. Performance Management System for the Office
 - f. Corporate Plan
 - g. Management Plan
 - h. Workforce Plan
 - i. Annual Reports
 - j. HRM Reports
 - k. Service Charter



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4. Manage and monitor central records, general administration and office customer services
5. Advise and implement on effective organizational restructuring for the Office to ensure relevant occupational classification and remuneration.
6. Ensure proper and ethical usage, security and maintenance of the Office’s properties, assets, physical resources, information and all utilities.
7. Responsible for the development and implementation of the Corporate Services Branch’s Annual Management Plan, Capability Plan, and other relevant plans.
8. Promote and raise awareness of the Office’s brand and services and facilitate input of feedback into internal systems and services improvements.
9. Provide high standard of leadership and management through communication and good people management to ensure that staff perform effectively.
10. Review and implement staff performance appraisal reports for the Commissioner’s endorsement
11. Provide effective coaching, mentoring and counselling for CS staff
12. In collaboration with other divisions, ensure effective implementation of human resource, financial and procurement policies through quality and timely monitoring and evaluations.
13. Report to the Commissioner and Management Team on the Division’s work and progress on a monthly basis.
14. Represent the MOF as the Human Resource Coordinator at the HRC forums.

Key Deliverables:

1. Review Workforce Plan 2017/2020 and develop a new Workforce Plan 2023/2028.
2. Review the Employment Guidelines.
3. Enforce implementation of Performance Management System for staff performance (Contract and Permanent) prepare and submit a PMS report on an annual basis
4. Facilitate and coordinate annual budgets and financial management to align with existing guidelines and procedures.
5. Facilitate the procurement of resources and managing the temporary workforce for the 2026 General Election.
6. Coordinate consultation and write up of the new Strategic Plan 2023/2028
7. Prepare PK and facilitate staff official travel
8. Enforce implementation of Asset Management procedures and guidelines.
9. Assist the EC with structural review of OEC to optimise performance to:
 - a. Increase productivity and performance,
 - b. Improve coordination,
 - c. Simplify processes on elections.

JOB COMPETENCIES / SELECTION CRITERIA

<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> • Recognizes impact of organization’s direction and role within the government and community. • Understands organizational direction and aligns/translates strategic

		<p>objectives into operational activities.</p> <ul style="list-style-type: none"> • Provides advice to Government based on analysis of a broad range of issues. • Considers multiple perspectives when assessing 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.
	<p>2. Building and Sustaining Relationships (Essential)</p>	<ul style="list-style-type: none"> • 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 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.
	<p>3. Delivers/achieves results (Essential)</p>	<ul style="list-style-type: none"> • 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



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		<p>into practical implementation strategies.</p> <ul style="list-style-type: none"> • Fosters a culture of achievement and ensure planned targets / projects are realistic. • Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.
	4. Leadership (Essential)	<ul style="list-style-type: none"> • 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).
	5. Management (Essential)	<ul style="list-style-type: none"> • 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.
PERSONAL ATTRIBUTES	6. Integrity and Honesty (Essential)	<ul style="list-style-type: none"> • 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.
	7. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> • Defines work in terms of results and pursues success with energy and drive.

		<ul style="list-style-type: none"> • 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.
	8. Intellect and Judgment (Essential)	<ul style="list-style-type: none"> • 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.
	9. Creative and Innovation (Essential)	<ul style="list-style-type: none"> • 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. •
EXPERIENCE	10. Experience and Past Work Performance (Essential)	<ul style="list-style-type: none"> • Minimum 7 years of relevant experience. • Evidence of proven experience in Operations and Management of Human Resources/Financial Service/Asset Management activities will be an advantage. • An accredited facilitator and trainer
QUALIFICATION S	11. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • A Bachelor Degree in Commerce, Management, Public Administration or relevant discipline



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		<ul style="list-style-type: none">• Evidence of attended trainings relevant to the position• Evidence being a registered Member of SHRA
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