



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
SENIOR ELECTORAL OFFICER

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; 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	Senior Electoral Officer
Position Code	EV000048
Division	Electoral Operation & Returning Division
Grade	A12/A13
Salary	Salary Min: \$34,438.00
Responsible to	Principal Electoral Officer
Responsible for	Lead and ensure the effective delivery, monitoring, and continuous improvement of electoral operations and administrative functions in accordance with divisional objectives.
Number of Staff holding this post	0
Number of staff supervised	0

KEY RESULT AREAS

Electoral Planning and Operational +Management	Electoral Database Management	Election Reports and Workplans
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RESPONSIBILITIES AND DUTIES

Electoral Planning and **Operational Management**

1. Implement electoral operational plans in line with approved objectives and timelines.
2. Coordinate and oversee electoral activities to ensure effective and timely delivery.
3. Ensure and enforce compliance with electoral laws, policies, and procedures across all operations.
4. Manage polling arrangements and coordinate the allocation and training of polling officials.
5. Lead risk identification and contingency planning to ensure operational readiness.
6. Engage and coordinate with stakeholders to ensure smooth and integrated electoral operations.
7. Oversee logistics and distribution of electoral materials, ensuring secure, timely, and accurate delivery to all polling locations.
8. Conduct post-election reviews and debriefings, documenting lessons learned and recommending improvements for future electoral processes.
9. Support the development and continuous improvement of operational procedures **and manuals** to strengthen electoral planning and implementation.

11. **Electoral Database Management** 10. Coordinate the collection, entry and management of electoral data in line with approved procedures and timelines. Maintain, update, and ensure the accuracy and integrity of electoral databases and information systems
12. Monitor data quality, conduct regular database checks, and resolve discrepancies to ensure reliable and efficient information management
13. Provide data required for the development of reports, plans and Electoral Operations manuals and handbook.

Election Reports and Team Workplans

14. Prepare, compile, and submit accurate and timely electoral operational reports and related documentation.
15. Develop, coordinate, and monitor team workplans to ensure activities are completed within approved timelines.
16. Provide regular operational updates, briefings, and progress reports to the Principal Electoral Officer.
17. Maintain accurate records and ensure confidentiality, consistency, and compliance in all reporting processes.
18. Support operational reviews, evaluations, and the improvement of reporting and planning procedures for future electoral activities.

JOB COMPETENCIES / SELECTION CRITERIA

<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	Leadership and Team Coordination	<ul style="list-style-type: none"> • Strong leadership and coordination skills with the ability to manage electoral operations and supervise teams effectively.
	Data Collection and Analytical Skills	<ol style="list-style-type: none"> 1. Ability to collect, verify, analyse, interpret, and present electoral data and statistical information to support



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		operational planning, monitoring, and decision-making.
	Organizational & Planning Skills	<ul style="list-style-type: none"> Ability to effectively utilize time, energy and resources to achieve objectives
	Leadership Report Writing and Communication Skills	<ul style="list-style-type: none"> Ability to prepare, compile, and present accurate, timely, and professional operational reports, briefings, workplans, and official documentation.
	Problem Solving and Decision-Making Skills	<ul style="list-style-type: none"> Ability to identify operational issues, assess risks, develop contingency measures, and make sound decisions in high-pressure situations.
	Computer Skills	<ul style="list-style-type: none"> Proficiency in Microsoft Office applications, spreadsheets, databases, reporting tools, and electoral information management systems.
PERSONAL ATTRIBUTES	Integrity and Professionalism	<ul style="list-style-type: none"> Demonstrates honesty, impartiality, ethical behaviour, and professionalism in all electoral duties and responsibilities
	Confidentiality and Discretion	<ul style="list-style-type: none"> Ability to handle sensitive electoral information responsibly while maintaining strict confidentiality at all times
	Attention to Detail	<ul style="list-style-type: none"> Demonstrates accuracy and thoroughness in operational planning, reporting, data management, and compliance processes.
	Accountability & Reliability	<ul style="list-style-type: none"> Takes responsibility for assigned duties and consistently delivers work of a high standard within required timeframes
	Leadership Presence & Team Influence	<ul style="list-style-type: none"> Strong leadership presence with the ability to guide, motivate, and support team members effectively
	Adaptability and Flexibility	<ul style="list-style-type: none"> Adaptable and resilient, with the ability to respond effectively to changing operational demands.
	Collaboration and Relationship Management	<ul style="list-style-type: none"> Collaborative team player who can build effective working relationships with colleagues and stakeholders

	Ability to Work Under Pressure	<ul style="list-style-type: none"> • Maintains composure, efficiency, and sound judgement during peak electoral periods and high pressure situations.
EXPERIENCE	Experience and Past Work Performance	<ul style="list-style-type: none"> • Minimum of 3years of relevant professional experience in areas such as operations, coordination, data management, logistics, compliance, administration, or reporting
QUALIFICATIONS	Academic qualifications and trainings attended	<ul style="list-style-type: none"> • A Bachelor’s Degree in Management, Public Administration, Business Administration, Information Management, or a related field from a recognized tertiary institution • Postgraduate qualifications or professional certifications in project management, data management, governance, or administration are an advantage but not mandatory.