



Temporary Electoral Position

JOB DESCRIPTION: COMMUNICATION & ADMINISTRATION OFFICER:

A. CORPORATE INFORMATION

1. Position title: Communication & Administration Support Officer
2. Location: Province
3. Contract Package: Fix Rate (TBC)
4. Period of engagement: Registration Period
5. Reporting Responsibilities;
 - a) Reports to: The Registration Manager
 - b) Liaises with: SIEO

B. POSITION PURPOSE

This position will provide general administration support, coordinate activity at the Provincial Election Administration Office and provide internal and external communication support for the Registration Manager, and Registration Officers, linking closely with the Solomon Islands Electoral Office.

This role requires a high level of professionalism. Discretion, organisation and attention to detail. Excellent writing skills are a must. It would suit a "people person" who enjoys a diverse workload and is highly flexible and adaptable to a fast-paced working environment.

C. KEY DUTIES

This position will achieve its purpose through the following key duties.

COMMUNICATION:

- Drafting of news, articles and information materials including collating articles and writing content.
- Support SIEO media and communication activity in the province such as on-site media briefing, photo ops, social media content and other related tasks.
- Preparation of newsletters for SIEO on BVR updates at the province.
- Serve as a daily liaison between SIEO Head Quarter Communication unit and Provincial Election Administration operations on communications-related matters.
- Act as the Communication point of contact between SIEO and Election Field Officials.
- Assist, develop, plan and provide advice based on local knowledge on any re-strategizing approach to awareness programs.
- Work with SIEO Field Coordination, communication and public awareness team in bringing everyone to the same page on election operational and public awareness matters.

ADMINISTRATION:

- Provide Administrative and coordinating support services to the provincial Election Administrative Office during and throughout the election process.
- Organise election-related travels in and out of the province.
- Responsible for organising meetings, booking meeting venues and helping prepare and distribute agendas to meeting attendees.
- Correspond through all means of communication relating to election operations in a timely manner.
- Organisation, including the provision of general and logistical support, of team events, conferences, workshops and other important events or gatherings organised by Election Offices as part of the election operation.
- Responsible for ensuring that all correspondence is filed to assist in election post reporting and for the purpose of tracking and solving election emerging issues.
- Responsible for keeping SIEO informed on field operation updates.
- Manage and keep track of senior Election Officials' calendars on daily basis.
- Build and maintain a positive relationship with election key stakeholders and the general public at large.
- Responsible for ensuring that all in and outgoing correspondences and information are vetted by the Returning Officer.
- Carry and be responsible for any other tasks that are requested by the Returning Officer and SIEO.

D. BASIC COMPETENCY

To be successful in this role you should have:

- Excellent customer service skills (Face to face, by email and on the phone).
- Excellent knowledge of Microsoft Office packages (Word, Excel, PowerPoint, Outlook)
- Ability to maintain excellent records, including using technology.
- Ability to work across a range of work tasks, managing multiple tasks to deadlines and prioritising your own workload.
- Ability to implement and follow administrative procedures in a thorough and rigorous manner. Proactive and self-motivated with excellent organisational and administrative skills.
- Enquiry handling and ability to explain basic procedures.
- Excellent written and verbal interpersonal skills.
- Ability to work with minimal supervision and manage your own time.

E. DESIRABLE CRITERIA

- Experience producing blogs or written content for newsletters.
- Experience in content generation for media platforms
- Basic understanding of the election system in the Solomon Islands, eg: Election Cycle/Phase, Types of Elections etc.
- Experience working for public, private, NGO and other sectors in communication and administration roles.

F. QUALIFICATION

- A recognised administrative or communications qualification to certificate level or
- At least 2-3 years' experience in a similar or complementary role.

G. TERMS AND CONDITIONS:

Terms and Condition of this Position will be specified in a Service Agreement upon appointment.