



## Temporary Electoral Position

### JOB DESCRIPTION: DATA PROCESSING OFFICER

#### A. CORPORATE INFORMATION

1. Position title: Data Processing Officer
2. Location: SIEO HQ
3. Contract Package: TBC
4. Period of engagement:
5. Reporting Responsibilities;
  - a) **Reports to:** Operation Manager
  - b) **Liases with:** Principal Electoral ICT Officer

#### B. POSITION PURPOSE

The Data Processing Officers (DPOs) will assist the Office of the Solomon Islands Electoral Commission to process data for the compilation of the Voter Register and form part of the IT unit within the SIEC team. DPOs processing data (input and deletions) of all voter registration forms will be with/through the Generic Voter Registration System (GVRS) or the so-called Solomon Islands Voter Registration System (SIVR).

#### C. KEY DUTIES

Under the direct supervision of the Operation Manager and general guidance of the Chief Electoral officer within the SIEC. Data Processing Officers will provide quality and timely support for all assigned underwriting activities, including compilation/processing, sorting, interpretation, verification and archiving of all voter registration data. An on the overall compilation of the voter register duties and its related tasks.

This support will include but not be limited to;

- Input and check details diligently from all voter registration forms in the SIVR database
- Carefully verify all data entries and reports made at the time of input against sourced documents.
- Review and cross-check all data entered for each individual form entered
- Keep a record and report all data entries at the end of each working day and report the number of entries made to the supervisor.
- Assist with other administrative aspects of the IT and data entry placements if required
- Perform other duties as directed by the Chief Electoral Officer and the Operation manager

#### D. BASIC COMPETENCY

To be successful in this role you should have:

- Computer experience including data entry, advantage
- General Computer literacy- MS Access, Word, Excel, Windows-based application
- Verifiable recent full-time paid experience in processing/keying data or equivalent in a general office or inventory capacity advantageous

Ability to:

- Understand and follow detailed oral and written instructions

- Key numerical and alphabetical written data accurately at a rate of 10,000 net keystrokes per hour.
- Maintain organized and accurate records, files, and /or other materials
- Communicate in English effectively both orally and in writing
- Interpret, proofread exceptionally, consistently give attention to details and accuracy
- Research and analyse data and handle large volumes of paperwork
- Handle several tasks within time limits
- Communicate well and work as part of a team
- Must be willing to work after hours and during weekends
- Honest and trust-worthy

**E. QUALIFICATION**

- Equivalent to completion of high school. Tertiary or IT-related certificates are advantageous

**F. TERMS AND CONDITIONS:**

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