



Temporary Electoral Position

JOB DESCRIPTION: PROVINCIAL AWARENESS COORDINATOR

A. CORPORATE INFORMATION

1. Position title: Provincial Awareness Coordinator
2. Location: Constituencies
3. Contract Package: TBC
4. Period of engagement:
5. Reporting Responsibilities;
 - a) **Reports to:** Registration Manager
 - b) **Liases with:** SIEC Media & Communication Unit

B. POSITION PURPOSE

This position is to support the implementation and delivery of Civic voter Education programmes and stakeholder engagement activities in the Constituencies. The Position holder will require to travel and do community visits; implement successful face-to-face voter awareness programs at the constituency level. The Position will ensure Electoral information's delivered on time to all eligible voters in the communities before and during electoral events.

C. KEY DUTIES

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

- Conduct face-to-face awareness at the constituency and community levels.
- Respond to people's queries regarding the election and voter registration process during awareness talks.
- Based on local knowledge, draw up a community visit schedule for planned civic and voter awareness programs.
- Conduct awareness talks within the given timeframe/schedule and plan
- Assist, plan and help organize awareness team mobilisation to communities
- Inform Community Church Elders and Chiefs about the civic and voter awareness programs.
- Responsible for logistics, organising awareness venues and helping prepare and distribute awareness materials
- Responsible and act as communication focal point for keeping SIEO at the provincial level.
- Provide updates on voter awareness field programs.
- Responsible for giving credible and accurate information relating to the election during any implemented election or voter registration exercises.
- Carry and be responsible for any other task as requested by the SIEO communication and awareness unit.

D. BASIC COMPETENCY

To be successful in this role you should have:

- Have good leadership knowledge and skills
- Have good experience in public speaking and public relations
- Basic computing knowledge and skills
- Coordinating and organisational knowledge and skills
- Good Knowledge of the locality and local networks

- Speak Solomon Islands Pidgin fluently and be able to speak the local dialect of the constituency of implementation.

E. QUALIFICATION

- Tertiary qualification in public relations, communication or teaching professional
- Relevant disciplines with 2-3 years of experience in delivering awareness programmes and education
- Community or Ward leaders who have local networks is a bonus.
- A secondary achiever must have preferably good grades in English and mathematics

F. TERMS AND CONDITIONS:

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