



Temporary Electoral Position

JOB DESCRIPTION: PROVINCIAL TRAINING COORDINATOR

A. CORPORATE INFORMATION

1. Position title: Provincial Training Coordinator
2. Location: Provincial Head Quarters
3. Contract Package: TBC
4. Reporting Responsibilities;
 - a) **Reports to:** Registration Manager
 - b) **Liaises with:** SIEC Operations Unit

B. POSITION PURPOSE

This position is to coordinate the implementation and delivery of training programmes and staff development activities to prepare Registration workers to accurately and confidently follow the election laws, regulations, processes and procedures while conducting BVR and election activities.

C. KEY DUTIES

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

1. Deliver prescribed training successfully to provincial temporary electoral officers in the Provinces and Honiara City Council.
2. Coordinate training in the provinces and/or constituencies
3. Assist the Solomon Islands Electoral Commission in the implementation of electoral training schedules.
4. Booking and Setting up training sites or venues for training sessions
5. Maintain training records (e.g. Training list, schedule, attendance)
6. Ensure training materials and resources are received prior to the training date
7. Complete quality evaluation of participants and recommendations on training activities
8. Act as a principal point of contact for the electoral office with questions about training and development
9. Compiling training reports as and when required by the commission

D. Knowledge, skills and experience required.

To be successful in this role you should have:

1. Experience in the delivery and preparation of training, with the ability to apply SIEC standard training strategies and materials.
2. Professional Training experience working in a training department of a complex organisation or professional training in the education sector.
3. Experience in delivering training to a broad and multicultural audience
4. Excellent communication skills with the ability to build and maintain effective relationships
5. Ability to work effectively through a disciplined and systematic approach to deliver training within the electoral timeline.

6. Knowledge of SI Electoral Systems and the support mechanisms required to ensure their success;
7. Understanding of the Solomon Island Constitution, and Electoral Act 2018
8. Understanding of teams and how to build and maintain high-performing teams;
9. Knowledge of Solomon Island culture and customs.

E. QUALIFICATION

Degree Level Qualification in Public Administration, Human Resources or equivalent field. Accredited Certified Training qualifications are mandatory.

F. TERMS AND CONDITIONS:

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