



## Temporary Electoral Position

### JOB DESCRIPTION: REGISTRATION OFFICER:

#### A. CORPORATE INFORMATION

1. Position title: Registration Officer
2. Location: Constituency
3. Contract Package: Fix Rate- TBC
4. Period of engagement: Registration Period
5. Reporting Responsibilities;
  - a) **Reports to:** Registration Manager
  - b) **Liaises with:** The Solomon Islands Electoral Office

#### B. POSITION PURPOSE

The Electoral Commission shall have general responsibility for and shall supervise, the registration of electors for the election of members of Parliament and the conduct of elections of such members and the Commission shall have such powers and other functions relating to such registration and such elections as may be prescribed.

The SIEC will carry out the registration of voters throughout the country in established Voter Registration Centres. Due to the magnitude of the work involved, the SIEC will recruit and train temporary Registration Staff, with the assistance of permanent provincial staff, to undertake numerous tasks in these centres on its behalf. However, in the period between events, SIEO has a relatively small core staff of about 15 officers, with a lower level of intensity of effort.

There will be one Registration Officer per constituency. They are responsible for supporting the activities of the registration team within their respective constituencies and for providing management and coordination support.

#### C. KEY DUTIES

The Registration Officer will be required to:

- Making the work plan for the voter registration period
- Providing the movement plan for the Voter Registration Teams
- Monitoring the events of the VR process
- Assisting the Registration Manager/SIEC in the recruitment of the Assistant Registration Officers (Clerk) in his/her constituency.
- Recruiting his/her Assistant Registration officers
- Assisting the Provincial Training Coordinator in facilitating the Training of the Assistant Registration Officers and Assistant Registration Officers (Clerk) in his/her constituency.
- Providing the relevant training, information and clear instructions to his/her Assistant Registration Officers in order for them to carry out their duties

- Supplying registration teams with all necessary stationery and materials. (See materials Checklist).
- Planning and managing the logistics of his/her Assistant Registration Officers for the Registration exercise.
- Assisting in the distribution and retrieval of voter registration equipment and material.
- Working together with the Provincial Awareness Coordinator (PAC) to draw up voter education schedules for their designated constituency as part of their overall operation plan.
- Publishing Form A (Notification of VR) at beginning of the Registration process.
- Managing and supplying Form B to each registration team
- maintaining proper records.
- Publishing the provisional list of electors: -Form C.
- Receiving objection and omission notices from applicants and publishing them.
- Handing over the amended final list of electors to the Commission.
- Receiving backup data and application Form B from each registration team and sending them to HQ through RM.
- Retrieving electronic backup data and registration forms (Form I) from voters and the registration teams and securely transporting these materials to SIEC Headquarter through the Registration Manager.
- Disseminating information to the Voter Registration Teams and providing periodic reports (weekly) on the voter registration process to the SIEC through the Registration Manager.
- Maintaining proper records of all the above.
- Responsible for publishing the Provisional Voter's List in each VRC in each constituency and collecting claims and objections from people
- Publishing the Provisional List of electors
- Publishing the public notice of where the Public Inquiries will take place in that constituency
- Receiving omission notices from applicants –Form D
- Receiving objections from applicants - Form E
- Creating a consolidated list of all claims and objections.
- Publishing the consolidated lists of objections and omissions in the relevant Centres
- Transferring all omissions and objections materials including forms D, E and EI (and the consolidated lists of omissions and objections) to the relevant Revising Officer or his/her Assistant.

- Planning and managing the logistics of his/her Assistant Registration Officers for the Exhibition, Omission & Objection exercise.
- Providing periodic reports on Exhibition, Omission & Objection exercises to the SIEC through the Registration Manager.
- Maintaining proper records of all the above.

#### **D. BASIC COMPETENCY**

To be successful in this role you should have:

- Broad knowledge and understanding of the Electoral System in the Solomon Islands.
- Good understanding of the fundamentals of a free, fair, credible democratic election and strong leadership qualities.
- Good understanding of the wider government system
- Well-versed with the Province and the location of the Constituency / Ward geography and demarcated boundaries.
- Demonstrated management capability and ability to carry out the functions of the Registration Officer as prescribed in the Electoral Act;
- Demonstrable strong leadership qualities as he or/She will represent on behalf of the Solomon Islands Electoral Commission (SIEC) at the Constituency level.
- Must possess exemplary communication skills with a very high degree of confidence when dealing with voters, politicians and the public;

#### **E. DESIRABLE CRITERIA**

- The Registration Officer will normally be a public service officer; however, this is of course subject to the performance of the officer during past Registration and Election events. The SIEC, therefore, reserve the right to engage another official.
- The Officer must not be affiliated with any political party and must have demonstrable experience of impartiality;
- Must not be actively involved in supporting a candidate contesting the election. All officials we will engage must remain apolitical and impartial in performing their roles as election officers.
- Must not an intending candidate be contesting the election.
- Previous experience in a key senior position in voter registration or elections events would be an advantage.
- Physically and medically fit and healthy.

#### **F. QUALIFICATION**

- The nominee should have experience and/or accounting, administration and/or management qualifications.

#### **G. TERMS AND CONDITIONS:**

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