

APPLICATION INFORMATION PACKAGE FOR CONTRACT EMPLOYMENT

Assistant Electoral Commissioner – Voter Education & Registration Services

**OFFICE OF THE ELECTORAL
COMMISSION**



1. About the Office of the Electoral Commission:

The Office of the Electoral Commission (“OEC”) was established under the Electoral Amendment Act 2005. Ongoing legislation review resulted in the passage of the Electoral Commission Act 2019 which governs the functions of the Office.

Our Vision:

To become a leading electoral management institution in the Pacific region that conducts free, fair and inclusive elections and referendum

Our Mission:

Strengthening our partnership with key stakeholders to implement robust voting and electoral systems that mirrors international election best practices in accordance with the law and serving the people of Samoa to the highest standards envisioned in our Service Charter.

Our Values:

Honesty - acting honestly being truthful and abiding by laws of Samoa

Impartiality - providing impartial advice acting without fear or favour and making decisions on their merits

Service - serving the people well through faithful service to the Government

Respect - treating the people the Government and colleagues with courtesy and respect

Transparency & Accountability - taking actions and making decisions in an open way being able to explain the reason for actions taken and taking responsibility for those action

Efficiency & Effectiveness - achieving good results for Samoa in an economical wat

Independence - maintain independence in decision making and actionur Values:

2. About the Position:

As a member of the Management Team, the Assistant Electoral Commissioner Voter Education & Registration Services, leads and manages the operations of the Voter Education and Registration Services Division.

Attached is the Job Description outlining roles and responsibilities of the Assistant Commissioner – Voter Education & Registration Services Position and the Merit Factors for assessing suitable candidate for this position.

3. How to Apply:

a. Preparation of your Application

For your application to be considered, please ensure:

- i. To complete all 13 Sections of the Application Form
- ii. All copies of academic achievement / qualification / training and etc are Certified
- iii. To attach copy of recently updated Curriculum Vitae

- iv. To list down 3 referees with their email addresses and phone numbers included
- v. That your Police Report (within 12 months) is provided.

b. Submitting of your Application

- i. You are to address your application to:

**Electoral Commissioner
Office of the Electoral Commissioner
30 Mulinuu Road
APIA**
- ii. Applications can be submitted to the Office of the Electoral Commission – Mulinuu (30 Mulinuu Road) or email to csds@oec.gov.ws
- iii. You are to submit you application by the **30th of August at 4:00pm**
- iv. For more information, please contact our Corporate Services on telephone#25967 extension 430/431 or email csds@oec.gov.ws

4. Benefits and Entitlement:

Work Location:	OEC Main Office - 30 Mulinuu Road
Duration:	3 years
Salary:	\$94,624 per annum
Working Hours:	Monday to Friday – 9:00am – 5:00pm excluding Public Holidays and Commission Holidays.
Performance Review:	Performance review is conducted annually and in accordance with the OEC Performance Management System
Leave Entitlements	Annual Leave: 20 days annual leave per annum
	Sick Leave: 20 days sick leave per annum
	Others: subject to conditions outlined in the OEC Employment Guildelines
End of Contract Benefits:	Appointee is entitled to end of contract payment equivalent to 10 working days of every contract year served, at the salary rate on the end of contract term.
Superannuation:	Government shall pay a percentage of the Appointee’s contribution or another rate prescribed by the National Provident Fund from time to time.
Accident Compensation:	Government shall pay a percentage of the Appointee’s contribution or another rate prescribed by the ACC Act 1989
Duty Travel:	Travelling expenses will be covered by OEC or development partners at approved rates essentially required for official duty travel
International Recruit:	Appointee recruited from overseas is to bear all costs associated of relocation and will not be the responsibility of OEC



Please address all correspondence
To The Electoral Commissioner



☎ 685-24309

📞 685-25967/24538

🌐 www.facebook.com/oecsamoa

🌐 www.oec.gov.ws

✉ helpdesk@oec.gov.ws

JOB DESCRIPTION

Position title: Assistant Electoral Commissioner – Voter Education & Registration Services

Position code: EV000039

Salary: \$94,624.84 per annum

Responsible to the: Electoral Commissioner.

Primary Objective:

To lead and manage the Voter Education and Registration Division through effective research and planning in achieving enhanced registration services to meet the OEC's strategic plans and requirements of the Electoral Act 2019 and Electoral Commission Act 2019

Duties and Responsibilities:

Technical /operational management and advice

1. Lead and provide technical advice necessary to facilitate systems of operations for Registration Services.
2. Provide strategic policy advice to the Electoral Commission regarding policy development, analysis and review of the division.
3. Streamline plans and processes of the Registration Division in accordance with the Office of the Electoral Commissioner's Corporate Plan 2023-2028.
4. Lead and facilitate ongoing review of existing registration processes and develop strategies to improve systems for effective service delivery.
5. Facilitate ongoing voter awareness and education to ensure inclusive audience (public and people with disabilities) are well informed of their registration rights to vote.
6. Improve community knowledge on electoral and registration systems and processes.
7. Maintain and expand network with/to regional and international electoral organisations and share information and knowledge in the management of electoral systems and processes.
8. Develop and implement strategies to encourage and enforce early registrations.
9. Recommend amendments to the Electoral Act when and where appropriate.
10. Develop calendar of activities in the Registration Divisions for approval in any By-election or General Election.
11. Political sensitivity, with the ability to exercise discretion, judgement and confidentiality when dealing with Government, Members of Parliament and General Public at every levels
12. Excellent interpersonal skills with the ability to deal with voters, community, Sui o Nuu, Sui Tamaitai o Nuu and colleagues with courtesy, tact and sensitivity.
13. Assist the AEC Electoral Services with the administration of elections or referendum

14. Report to the Electoral Commissioner on the implementation of systems and processes guiding registration processes.

Leadership, Management and Capacity Building

15. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.
16. Provide on the job support, mentoring, coaching as well as training for team members to ensure their continuous development.
17. Ensure that effective performance management and evaluation processes are undertaken for team members.
18. Lead and manage the core functions of the Division in order to foster quality assurance and ethical standards of all services and be accountable for the effective and efficient usage of resources.
19. Assist in the development and implementation of the following Office Reports/Plans:
 - a. Corporate Plan,
 - b. Annual Management Plan,
 - c. Workforce Plan,
 - d. Annual Report,
 - e. Performance Management Plans/Appraisals,
 - f. And any other relevant Plan/Reports.
20. Ensure that technical training is conducted across the Office as required.
21. Collaborate with other Divisions to develop and ensure training resources and materials on relevant technical trainings is conducted across the Office.
22. Identify priority budgetary requirements for the division's annual submission of performance measures and budgetary provisions and ensure that the division's resources are managed in accordance with prevailing policies.
23. Manage the allocation and be accountable for all physical resources of the Division.
24. An active member of the senior management team; working across service boundaries to deliver the OEC services.
25. Represent the Electoral Commission in local and internal forums when required.
26. Act as the Electoral Commissioner when required.

Key Deliverables:

1. Develop and review voter registration system and methods to ensure accessibility of voter registration service to all eligible Samoan citizens.
2. Develop review and monitor implementation of registration services to improve efficiency and effectiveness.
3. Develop, review and monitor implementation of ALL registration policies and standard operating procedures in line with best practice
4. Develop proactive strategies to strengthen, maintain and expand relationships with appropriate stakeholders to assist with purging the electoral roll.

5. Develop and deliver in house training program for all registration staff, monitor performance to identify performance gaps and provide training to upgrade skills and knowledge.
6. Develop and deliver outreach voter education initiatives to increase public awareness of relectoral registration particularly in under-represented groups
7. Establish and drive a culture of continuous improvement and innovation underpinned by effective performance management and monitoring.

Selection Criteria

<u>MERITS</u>	<u>COMPETENCY</u>	<u>DESCRIPTOR</u>
SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> • Recognizes impact of organization’s direction and role within the government and community. • Understands organizational direction and aligns/translates strategic objectives into operational activities. • Provides advice to Government based on analysis of a broad range of issues. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • Applies intellect and knowledge to weigh up information and identify critical factors and issues. • Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.

<p style="text-align: center;">SKILLS AND ABILITIES</p>	<p>2. Building and Sustaining Relationships (Essential)</p>	<ul style="list-style-type: none"> • Is committed to client service, builds and sustains relationships within the organization, across the public service, with the public and other stakeholders. • Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and cooperation through sharing information. • Capitalises on diversity and harnesses different viewpoints to enhance the operations of the Division. • Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work. • Mentor, provides constructive feedback and recognizes success and engages in activities to sustain morale. • Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication. • Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.
<p style="text-align: center;">SKILLS AND ABILITIES</p>	<p>3. Delivers/achieves results (Essential)</p>	<ul style="list-style-type: none"> • Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency. • Monitors and manages resourcing pressures for optimum outcomes. • Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies. • Fosters a culture of achievement and ensure planned targets / projects are realistic. • Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.

SKILLS AND ABILITIES	4. Leadership (Essential)	<ul style="list-style-type: none"> • Effectively leads the organization to ensure achievement of set targets. • Ability to lead and manage change and shows high level of commitment in meeting set targets. • Deals with concepts and complexity comfortably and exhibits sound judgment in making decisions. • Ability to lead a performance culture that drives service delivery internally (within the agency).
SKILLS AND ABILITIES	5. Management (Essential)	<ul style="list-style-type: none"> • Scope out length and complexity of task and projects, determine resources and set divisional objectives and goals in line with organizational direction. • Set work into process steps and schedules, forecast obstacles and plan mitigating factors and continuously measure performance against goals. • Manages projects across multiple agencies and keeps stakeholders informed. • Ensure staff capacity is adequate and relevant and identify workforce issues that need addressing.
PERSONAL ATTRIBUTES	6. Integrity and Honesty (Essential)	<ul style="list-style-type: none"> • Exhibits and applies high integrity and ethical principles. • Is indisputably trusted and operates professionally. • Act professionally in carrying out duties and responsibilities despite personal preferences. • Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
PERSONAL ATTRIBUTES	7. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> • Defines work in terms of results and pursues success with energy and drive. • Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track. • Helps others to define goals and plan a route for achievement. • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others.

PERSONAL ATTRIBUTES	8. Intellect and Judgment (Essential)	<ul style="list-style-type: none"> • Understands the environment affecting work of the organization and impacts on divisional level. • Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues. • Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace. • Has good judgment as to what information is significant and useable in each situation. • Demonstrates effective judgment to weigh up options and develop realistic solutions.
PERSONAL ATTRIBUTES	9. Creative and Innovation (Essential)	<ul style="list-style-type: none"> • Develops innovative ideas and methods of doing things. • Searches for new and more effective methods, making connections between previously unrelated ideas. • Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.
EXPERIENCE	10. Experience and Past Work Performance (Essential)	<ul style="list-style-type: none"> • 7 years of relevant experience. • Proven experience in management and familiarity in Electoral processes would be an advantage. • Proven experience in policy development and policy review • Proven operational experience with relevant Microsoft programs
QUALIFICATIONS	11. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • A Bachelor Degree in Management, Public Sociology or relevant discipline. • Evidence of relevant trainings attended an advantage