



Please address all correspondence
To The Electoral Commissioner



OFFICE OF THE ELECTORAL COMMISSION

"FOR THE PEOPLE OF SAMOA TO EMBRACE AND PARTICIPATE IN FREE, FAIR AND INCLUSIVE ELECTIONS"



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Our Vision: To become a leading electoral management institution in the Pacific region that conducts free, fair and inclusive elections and referendums

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

JOB DESCRIPTION

VOTER REGISTRATION OFFICER

VALUES OF THE OFFICE OF THE ELECTORAL COMMISSION		
Acting Honestly , being truthful and abiding by laws of Samoa	Providing Impartial advice acting without fear or favour and making decisions on merit	Serving the people well through faithful Services to the Government
Treating the people, the Government, colleagues with courtesy and Respect	Maintain Independence in decision making and action	Effective and efficiency – achieving good results for Samoa in an economical way
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 actions		
DIVISIONAL PURPOSE		
To optimize voter registration opportunities to achieve an accurate, comprehensive and up to date national voter's roll		
JOB DETAIL SUMMARY		
Position	HR AND ADMINISTRATION OFFICER	
Position Code	EV000034	
Division	CORPORATE SERVICES DIVISION	
Grade	A9/A11	
Salary	Salary Min: \$24,610 – Salary Max: \$33,450	
Responsible to	Senior Human Resources Officer	
Responsible for	To ensure all relevant human resource information and data are accurately posted and reported for internal and external use, and to assist with the coordination and facilitation of the Human Resource Management function of the Office.	
Number of Staff holding this post	1	
Number of staff supervised	0	
KEY RESULT AREAS		
Updated Leave Cards	Updated Personal Files	Update HRMIS
Updated HR Databases		
RESPONSIBILITIES AND DUTIES		
Human Resource Compliance		
<ol style="list-style-type: none"> Daily checking of Attendance Book and ensure compliance with OEC Employment Guidelines Update staff leave entitlement and leave taken on leave cards on a fortnightly basis Provide sound advice on employees' leave entitlements when inquired Liaise with PSC for the on-going improvement of People One (HR Module) 		

5. Gather and maintain employee personal records both in hard and soft copies and ensure Personal Files are up to date.
6. Support staff members by providing official employment documents required by third parties e.g. banks and financial institutions
7. Handle the exit administration and ensure that staff exiting has handed over all Office Assets

Recruitment and Selection

8. Assist in the facilitation of the recruitment and selection process for all positions
9. Timely preparation and distribution of Vacancy Files
10. Ensure all documentation related to the recruitment and selection processes are secured and filed according to C.A.R.S

Performance Management

11. Assist in the performance management system and monitoring and evaluation process

Human Resource Development

12. Assist in the coordination of staff participation in national and international trainings

HR Information System

13. Update staff information in the HRMIS System and inform them of their leave balances on a monthly basis
14. Timely response to staff queries related to human resource

HR Data Analysis

15. Ensure Training Database and Workforce Database are updated at all times

Payroll

16. Prepare and post leave return on the HRMIS (People One) on a fortnightly basis
17. Timely posting of staff entitlement when due
18. Ensure timely distribution of staff payslips

Reports

19. Prepare quarterly reports on staff attendance and leave maintenance for Management endorsement

JOB COMPETENCIES / SELECTION CRITERIA		
<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
SKILLS & ABILITIES	<ol style="list-style-type: none"> 1. Communication Skills 2. Analytical Skills 3. Organizational & Time Management Skills 4. Computer Skills 	<p>Ability to communicate and liaise with effectively in both English and Samoan</p> <p>Ability to independently analyse situations in accordance with OEC Employment Guideline and Human Resources policies.</p> <p>Ability to demonstrate excellent organizational and time management skills</p> <p>Basic computer skills/good understanding in computing programs and HRMIS</p>

	5. Report Writing Skills	(Human Resource Management Information System) Ability to prepare reports and provide responses to queries on human resources and administration related matters. Must be able to compile and analyse attendance reports on a quarterly and monthly basis.
PERSONAL ATTRIBUTES	1. Honesty 2. Impartiality 3. Service 4. Respect 5. Transparency 6. Accountability 7. Efficiency & effectiveness 8. Commitment & Result driven	Acting honestly, being truthful and abiding by the laws of OEC; Providing impartial advice, acting without fear or favour, and making decisions on their merits; Serving the people well, through faithful service to the Government; Treating the people, Government and colleagues with courtesy and respect; Taking actions and making decisions in an open way; Being able to explain the reason for actions taken, and taking responsibility for those actions; Achieving good results for OEC in an economical way Understand the organisation's direction, through the implementation of set work tasks towards the achievement of divisional objectives.
EXPERIENCE	3 years of experience	Relevant of 3 years of working experience in HR Functions i.e. HR Operations, Recruitment, Training, Payroll, Benefits and Entitlements
QUALIFICATIONS	Academic qualifications	A minimum qualification of a Bachelor in Human Resources or Management or relevant field. Certificate/Evidence from previous trainings.

