



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



685-24309

685-25967/24538

[www.facebook.com/oecsamoa](https://www.facebook.com/oecsamoa)

[www.oec.gov.ws](http://www.oec.gov.ws)

[helpdesk@oec.gov.ws](mailto:helpdesk@oec.gov.ws)

**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 mirrors 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

### PRINCIPAL REGISTRATION OFFICER

#### VALUES OF THE OFFICE OF THE ELECTORAL COMMISSION

Acting <b>Honestly</b> , being truthful and abiding by the laws of Samoa	Providing <b>Impartial</b> advice acting without fear or favour and making decisions on merit	Serving the people well through faithful <b>Services</b> to the Government
Treating the people, the Government, and colleagues with courtesy and <b>Respect</b>	Maintain <b>Independence</b> in decision-making and action	<b>Effective and efficient</b> – achieving good results for Samoa in an economical way
<b>Transparency &amp; Accountability</b> 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 to update the national voter's roll

#### JOB DETAIL SUMMARY

<b>Position</b>	Principal Voter Registration Officer
<b>Position Code</b>	EV000010
<b>Division</b>	REGISTRATION SERVICES
<b>Grade</b>	A16/A17
<b>Salary</b>	Salary Min: \$55,431 – Salary Max: \$75,709
<b>Responsible to</b>	AEC - Registration
<b>Responsible for</b>	Quality and management of voter registration and roll management functions to be carried out effectively and efficiently.
<b>Number of Staff holding this post</b>	1
<b>Number of staff supervised</b>	13

#### KEY RESULT AREAS

Effective Registration procedures	Roll Management & Maintenance	Leadership & Management
Registration Manual	Annual Work Plans / Reports	Community Participation

#### RESPONSIBILITIES AND DUTIES

##### Effective Registration procedures

1. Review Voter Registration Documents/Forms to ensure compliance with registration requirements.
2. Ensure that supporting information required of voters is valid according to the requirements of the Electoral Act 2019.
3. Approve registration of new voters

4. Make recommendations on applications for transfer

**Roll Management and Maintenance**

5. Conduct and lead audit checks of the electoral rolls to ensure that they are in accordance with the Voter Registration Policy and the Electoral Act 2019.
6. Oversee and guarantee that the Voter Objection procedure complies with the Electoral Act of 2019.
7. Timely removal of voters verified deceased from the electoral roll.

**Leadership and Management**

8. Lead and manage staff in registration and roll management activities.
9. Encourage and enforce ethical conduct in all areas of Registration services.
10. Ensure all assets under registration are fully utilised for registration work and accounted for.
11. Recommend appropriate training for the development of staff.
12. Conduct and facilitate training for new staff on Voter Registration processes and procedures.
13. Assist AEC with reviewing and developing of JDs for new and reviewed positions.
14. Act as the Assistant Electoral Commissioner in the absence of the AEC-Registration

**Registration Manual**

15. Review and update the registration and roll management manual for continuing guidance in registration activities.
16. Recommend and assist with policy changes and development concerning registration and management of the roll.

**Annual Plans & Reports**

17. Develop and manage the division's annual plan based on OEC's approved objectives.
18. Monthly reports on activities and work performances of staff

**Community Participation**

19. Design and develop awareness/educational information for the community on voter registration matters.

**JOB COMPETENCIES / SELECTION CRITERIA**

<u>MERIT</u>	<u>JOB COMPETENCIES</u>	<u>DESCRIPTOR</u>
<b>SKILLS &amp; ABILITIES</b>	<ol style="list-style-type: none"> <li>1. Analytical Skills</li> <li>2. Communication and Presentation Skills</li> <li>3. Supervisory Skills</li> </ol>	<p>Ability to identify issues and analyse information to make considered decisions.</p> <p>Ability to identify needs and recommend changes.</p> <p>Communicate in a clear, concise, and articulate manner in both written and oral. English and Samoan</p> <p>Prepare quality reports and submit on time when needed</p> <p>Ability to inspire team effort and manage work through others to achieve OEC goals and objectives.</p>

		Able to handle and address glitches and challenges faced by the team tactfully and thoroughly.
<b>PERSONAL ATTRIBUTES</b>	<p>1. Commitment &amp; Drive</p> <p>2. Professional Integrity</p>	<p>Willingly assist others in the development of divisional and organisational goals, internal policies and procedures.</p> <p>Ability to show initiative, good judgement and resourcefulness.</p> <p>The ability to remain highly organized while handling multiple tasks under tight deadlines.</p> <p>The ability to act in a manner that conveys high personal and professional standards consistent with the principles of importance to the OEC.</p> <p>Develops and maintains trust and is seen to be someone who presents the unvarnished truth in an appropriate and helpful manner</p>
<b>EXPERIENCE</b>	Experience and Past Work Performance	<p>Relevant years of working experience in Voter Registration or related field.</p> <p>Previous performance reviews from former employers</p> <p>Proven experience in Communal engagement and cultural protocols.</p> <p>Proven experience in operating and working on computerized Information systems.</p>
<b>QUALIFICATIONS</b>	Academic qualifications and training attended	<p>A minimum qualification of degree in Management, Public Sociology or relevant discipline.</p> <p>4.2 Attended training relevant to the position</p>