

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

1. Ministry: Ministry of Internal Affairs		
2. Position Title: Senior Election Officer	3. Salary Level: L11-10/9-7	4. Division: Election Unit
5. Reports to: Principal Election Officer	6. Direct Reports: Assistant Election Officer	
Primary Objective of the Position: To assist and provide support to the Election Unit as per Election Act and other legal instruments to Election activities		
1. Position Overview		
2. Financial:	3. Legal: Election Ordinance Local Government Act Constitution	
4. Internal Stakeholders: <ul style="list-style-type: none"> • Election Unit Staff • Electoral Officers • Electoral Commissioners <p>To be referred to Manager:</p> <ul style="list-style-type: none"> • Election Workplan and budget • Reports and Briefings • Awareness and outreach programs 	External Stakeholders: <ul style="list-style-type: none"> ○ Other Government Ministries ○ Island Councils ○ Private Sectors ○ NGOs ○ Local Communities ○ Ministry of Justice Staff ○ Others 	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to performed additional duties as required

Approved by:	Date of issues:
--------------	-----------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

5. KEY ACCOUNTABILITIES (Include linkage to KDP, MOP, and Divisional Plan)

- *KDP/KPA:*
- *MOP Outcomes:*
- *Divisional/Departmental/Unit Plan:*

Key Result Area	Major Activities/Duties	Performance Measures/Outcomes
Administrative and Public Awareness Support role	<ol style="list-style-type: none"> 1. Provide from time to time briefings, information to Pricipal Election Officer when required for related Electoral activities 2. Ensure that all Election Program are in line with Election Act and Local Government Act in consultation with Senior Election Officer 3. Develop awareness and outreach program on a monthly basis that will ensure Election concept is well received by all citizens in Kiribati (this include review exercise to outer islands as per responsibility of the Electoral Commission under the Election Act 4. Work with ICT Unit in developing technological awareness programs (cartoons and others) to convey message to the public via electronic avenues 5. Assist and support new electoral avenues and tools where necessary (this include the smooth operation of the GVRS tool and other related tools with Election) that will ensure an efficient and effective transparent system is in place for Kiribati's national Election. 	<p>Briefings and reports are in place</p> <p>Effective management for Election Unit progress</p> <p>Awareness program on a monthly basis</p> <p>Review report per year</p> <p>Electronic awareness program in place</p> <p>New electoral tools and avenues in place (GVRS program and others)</p>
Local Government Election	<ol style="list-style-type: none"> 6. Assist Principal Election Officer in all Local Government Bye Elections and related matters 	

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to performed additional duties as required

Approved by:

Date of issues:

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

National and Presidential Election	<ul style="list-style-type: none"> 7. To assist the preparation of draft program for national and presidential election for electoral commission endorsement 8. To assist Principal Election Officer in all logistics for National and Presidential election and bye elections for MPs 	
------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	--

6. Key Challenges	7. Selection Criteria
To get a transparent and unbiased election result	7.1. PQR (Position Qualifications Requirement: Qualification and Experience: Degree in Management and Public Administration and other related fields

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to performed additional duties as required

Approved by:	Date of issues:
--------------	-----------------

GOVERNMENT OF KIRIBATI
POSITION DESCRIPTION

	<p>7.2. Key Attributes (Personal Qualities):</p> <ul style="list-style-type: none">• Knowledge:<ul style="list-style-type: none">- Should have knowledge on program and project management- Good understanding on Election Ordinance and related Acts• Skills<ul style="list-style-type: none">- Computer skills- Office managerial skills- Demonstrate oral and written communication skills in both Kiribati and English language• Attributes<ul style="list-style-type: none">- Efficient and Effective- Innovative and proactive- Approachable- Ability to take initiative and work without supervision
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

This position description provides a comprehensive, but not exhaustive, outline of the key activities of the role. It is an expectation that you may be required to performed additional duties as required

Approved by:	Date of issues:
--------------	-----------------