

FIJIAN ELECTIONS OFFICE

JOB DESCRIPTION: DIVISIONAL MANAGERS [B1/2019]

CORPORATE INFORMATION

1. **Position Level:** Manager [3x] (Ongoing Position)
2. **Salary Range:** FJ\$40,000 to FJ\$60,000 per annum, full package
3. **Duty Station:** Located in FEO HQ, Suva, deployed to Division [Northern/Eastern/Western] prior to Election year.
4. **Reporting Responsibilities:**
 - a) **Reports to:** Director Operations
 - b) **Liaises with:** Stakeholders, FEO staff
 - c) **Subordinates:** Operations and Corporate field staff

POSITION PURPOSE

The position manages the electoral functions for the Division. During the National Election period, the position manages all field operations functions assigned to that designated location.

KEY DUTIES

The position will achieve its purpose through the following key duties. Working through the relevant staff, in accordance with legislative requirements and to meet the operational needs of the FEO:

1. Management of respective divisional office; divisional budget and FEO assets and resources;
2. Ensure appropriate planning, budgeting, preparation and execution for specified electoral functions, as designated, such as Polling Venue Assessments, Voter Registration, Provisional Voter List display, Awareness, Logistics and Election planning, Postal Voting, Preparation for Ballot Counting; Results Management; Providing information to voters; Training and Recruitment, Co-ordination of Area Office activities;
3. Liaise with stakeholders in terms of sourcing of quotations for procurement purposes;
4. During National Election periods, co-ordinate the field operations for the National Election to ensure that all logistic, training and recruitment for Polling Venues and General Election are met;
5. Conduct and participate in other elections (e.g. Industrial Elections) as required;
6. Work within a team to ensure that key deadlines for the specified function/s are met;
7. Develop relationships and ensure effective co-ordination with the field and HQ based staff in order to ensure that all resources are available and deployed to run any planned Election operations;
8. Provide input to key sections of the corporate and operational plans.

KEY PERFORMANCE INDICATORS

Performance will be measured through the following indicators:

1. Work plan and budget prepared and approved for the assigned function/s and designated Area Office.

2. Activities for the assigned function/s and Area Office completed accurately and within the budget and planned time frame.
3. All physical and human resources required for Polling Venues are planned and provided in accordance with the plan.
4. Planning and conduct of recruitment and training for General Elections.

PERSON SPECIFICATION

The Knowledge, Experience, Skills and Abilities required to successfully undertake this role are:

Knowledge and Experience

1. At least 3 years' experience planning and delivering electoral or other major events in a multi-cultural, geographically diverse environment;
2. Knowledge of Electoral Systems and planning requirements in a geographically diverse / spread area;
3. Advanced knowledge of the geography of Fiji, and the logistical constraints involved in servicing the population throughout Fiji;
4. Understanding of the Fijian Constitution (2013), public sector policy and procedural approaches and applicable electoral laws of Fiji;
5. Understanding of teams and how to effectively develop and manage a high performing team in geographically spread locations;
6. Knowledge of Fijian culture and customs.

Qualification

University Degree in either Geography, Management or Public Administration or relevant subject. Post Graduate qualifications in relevant field would be highly regarded.

Skills and Abilities

1. Demonstrated ability to develop and execute the plan for large scale exercises to meet legislative requirements and specified deadlines;
2. Demonstrated ability to provide advice on solving complex problems in a resource constrained environment;
3. Ability to travel locally and withstand harsh working conditions where required;
4. Demonstrated ability to maintain confidentiality and neutrality in a sensitive environment;
5. Capacity to utilise computer programs to support the operations of complex organisation;
6. Service oriented approach with a commitment to supporting the operational / corporate goals of the organisation.

Personal Character and Political Neutrality

All applicants for employment in the Fijian Elections Office (FEO) must be in sound health, with a clear police record and be politically neutral. The preferred applicant will be required to provide a police clearance report.

The Fijian Elections Office (FEO) operates in a politically sensitive environment. Any person who is, and is seen to be, active in political affairs, and intends to publicly carry on this activity, may compromise the strict political neutrality of the FEO and cannot be considered for employment.