



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

Ministry MCIL	Section CORPORATE SERVICES DIVISION	Location ACC BUILDING, LEVEL 4
Position Code CL002504	Title Senior ICT Web & Database Administrator	Supervisor Position Code CL002435
	Salary Grade A13	Salary Rate \$35,727

Section 2: Personal Details

First Name:	Last Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
Post Code:	Phone No (1):	Phone No (2):
e-Mail:	Facimile:	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manager responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. indicate aspects of their work experience which indicate their ability to satisfy each criterion;
2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS (Job Competencies)

1. Skills and Abilities (refer to JD for full details)
Problem Solving, Delivers/Achieves results/Outcomes, Communication and Presentation skills
2. Personal Attributes (refer to JD for full details)
Integrity, Commitment/Personal Drive, Public Service Values, Creative and Innovation
3. Experience and Past Work Performance (refer to JD for full details)
At least 4 years working experience in Information and Communications Technology Demonstrated advanced knowledge and experience in the management of ICT operating systems and software Demonstrated advanced knowledge and experience in the development and maintenance of websites
4. Qualifications (refer to JD for full details)
Minimum qualification of a University degree in ICT or relevant from a recognized tertiary institution Short term/Capacity Building Trainings and Workshops on ICT, Web based development, building software for databases, database management. Professional Affiliations

Section 7: Computer Literacy

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

Main Applications		Other Systems	
Word processing (Word)		Database Management (Access)	
Spreadsheets (Excel)		Other (specify)	
Presentation PowerPoint		Other (specify)	
E-mail		Other (specify)	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills CODE 1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult materi 3. Speak, read and write (nearly) as well as mother tongue.	Indicate your mother tongue by ticking a box below		Speak	Read	Write
	Samoan				
	English				
	Other (specify)				

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)	No	Yes
IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.		

Section10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)	No	Yes
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If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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Ministry of Commerce, Industry and Labour

Matagaluega o Pisinisi, Alamanuia ma Leipa



JOB DESCRIPTION

Position Title:	Senior ICT Web & Database Administrator
Division/Section:	Corporate Services Division
Salary Grade:	A13 \$33,162 - \$35,727 per annum
Location:	Ministry of Commerce, Industry & Labour
Approved date of JD:	20 May 2019
Position Code:	CL002504
Supervisor Code:	CL002435

Overview of the Ministry:

The Ministry's vision is to become a leader in promoting an enabling environment for diverse business innovation and employment in Samoa.

MCIL has three key functions that aim to improve the development of businesses, exports, foreign investment and the business environment to create employment. These are: (i) Commerce – development of the private sector and promote investment; (ii) Industry – encourage industry productivity and fair trade, and ensure a healthy and competitive market through the Trade, Commerce and Manufacturing Sector Plan; (iii) Labour – create employment opportunities for the local workforce both locally and internationally and a healthy and safe environment for employees and employers.

Purpose of the Position:

To manage the Information and Communication Technology and provide the best ICT advice for cost effective ideas to minimise costs and fully utilise the most efficient technological services to fully support the achievement of the Ministry's Vision and Mission in its Corporate Plan.

Key Relationships:

Responsible to: ACEO Corporate Services Division through the Principal Information, Communication and Technology Officer

Key Responsibilities:

Key Responsibility 1: ICT Strategy, Security, and Disaster Recovery & Communications Team

- Assist the Principal ICT in the development, implementation and reviews of ministry ICT Strategic Plan, ICT Security Plan and Disaster Recovery Plan and related policies
- Help maintain and build reputation, support staff to make effective use of brand, Maintaining social media accounts, Plan/create multi-media communications materials, Develop, manage, update, write content for website

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Key Responsibility 2: Server, Website, Database Management

- Support, maintain and administer server hardware and software systems giving due consideration to budgetary constraints, economies of scale, new technologies update and security threats,
- Coordinates the update and maintenance of the Ministry website and ensures the information on website is up-to-date
- Assisting in database design, Updating and amending existing databases, Setting up and testing new database and data handling systems Monitoring database efficiency

Key Responsibility 3: Documentation & Reporting

- Establish, format and maintain a network that supports an electronic information's management systems or file retentions and electronic documentation,
- Provides regular update reports on MCIL Systems including recommendations to Ministry on all ICT related issues in the absence of the Principal ICT

Key Responsibility 4: Administration of ICT Inventory & Procurement

- Maintain a log of computer inventory ie hardware and software applications, maintain log of repair and maintenance of computers, make recommendations relating to procurement of technology resources, troubleshoot all technology related matters
- Explore and recommend standards for procuring IT equipment and software.

Key Responsibility 5: ICT Training

- Assist in organising, implementing and facilitating training for new and current staff on use and potential uses of new and existing information technology.
- Support the Principal Officer by providing technical advice and on the job training to more junior members of the team
- Supervise/quality check the work of other staff as requested

MERITS	COMPETENCY	DESCRIPTOR
SKILLS & ABILITIES	1. Problem Solving (Essential)	<ul style="list-style-type: none">▪ Demonstrated an open minded attitude when assessing a wide range of issues and impacts within a defined context▪ Understand theoretical side of matters and application in practical situations on arising issues where relevant▪ Undertake impartial research and apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules

	2. Building and Sustaining Relationships (refer to PSOC) (Essential)	<ul style="list-style-type: none"> Client focused, understands facilitates and commits to effective service delivery Builds and sustains relationships within the organisation and across the public service Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale Promotes the purpose of the organisation through networking reciprocal sharing of authorized information with clients and the public
SKILLS & ABILITIES	3. Delivers/achieves results/Outcomes (Essential)	<ul style="list-style-type: none"> Understand and appreciates the organisations direction the rough the implementation of set work tasks towards the achievement of corporate objectives Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results
	4. Communication and Presentation skills (Essential)	<ul style="list-style-type: none"> Communicate clearly in written and verbal Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale
PERSONAL ATTRIBUTES	5. Integrity (Essential)	<ul style="list-style-type: none"> Acts with integrity at all times Demonstrates precision in assigned work operations and decision making Role model professionalism, impartial and objectivity in approach to sensitive matters Presents authorised information where needed
	6. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> Work effortlessly in any circumstances Committed to work, team and organisation by cooperating in team activities and valuing the input of staff at every level Work together to achieve a common purpose
	7. Public Service Values (Essential)	<ul style="list-style-type: none"> Familiar with the Code of Conduct Role models the SPS Values of honesty, impartiality, service. Respect, transparency, accountability, efficiency and effectiveness.
	8. Creative and Innovation (Essential)	<ul style="list-style-type: none"> Generates new ideas regarding the job. Tries old solutions to problems, but will search for new methods when challenged. Seen as creative and a contributor in brainstorming settings.

EXPERIENCE	9. Experience and Past Work Performance (Essential)	<ul style="list-style-type: none">▪ At least 4 years working experience in Information Communications Technology▪ Demonstrated advanced knowledge and experience in the management of ICT operating systems and software▪ Demonstrated advanced knowledge and experience in the development and maintenance of websites
	10. Educational Qualifications (Essential)	<ul style="list-style-type: none">▪ Minimum qualification of a University degree in ICT or relevant from a recognized tertiary institution▪ Short Term/Capacity Building Trainings and Workshops on ICT, web based development, building software for databases, database management▪ Professional Affiliations



Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

Position Details

– please provide the details of the vacancy you are applying for:

Ministry/Office Position	<input type="text" value="MCIL"/>
Title	<input type="text" value="Senior ICT Web & Database Administrator"/>
Position Code	<input type="text" value="CL002504"/>

Demographic – please tick the appropriate box:

<input type="checkbox"/>	<input type="checkbox"/>
Gender	Female Male
Nationality	<input type="checkbox"/> Other <input type="checkbox"/> Other (please specify) <input type="text"/>

Current Employment Status – please tick the appropriate box that describes your current employment status

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying
			<input type="checkbox"/> Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

☐ Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Ministry/Office has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position
Title:

Senior ICT Web & Database
Administrator

Position Code:

CL002504

Name:

Date Received

Email
/Postal Address

