



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

<i>Ministry</i> MCIL	<i>Section</i> CSU	<i>Location</i> ACC BUILDING, LEVEL 4	
<i>Position Code</i> CL002426	<i>Title</i> Senior Human Resources Officer	<i>Supervisor Position Code</i> CL002435	
		<i>Salary Grade</i> A12	<i>Salary Rate</i> \$33,435.00

Section 2: Personal Details

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

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:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff :	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger 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 Merit Factor in executing the duties specified in the Job Description.
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 :**1. Skills and Abilities (refer to JD for full details)**

1. Problem Solving
2. Communication
3. Results Driven
4. Report Writing
5. Computer literate

2. Personal Attributes (refer to JD for full details)

6. Leadership

1. Commitment & Drive
2. Integrity and Honesty
3. Patience

3.1 Experience (refer to JD for full details)**3.2 Past Work Performance**

1. Advance knowledge and experience of Government financial systems and accounting
Proven knowledge and experience in the public sector management systems and policies
2. Awareness of the PS Act 2014 and Working Conditions and Entitlements 2015 and all other policies administered under the PSC.
Knowledge and understanding of laws guiding the work of human resources in the public sector

5. Qualification (refer to JD for full details)

Bachelor's degree in the fields of Commerce, majoring in Human Resources and Industrial Relations, Management, Public or Business administration from a recognized University

Section 7: Computer Skills and Competency

Indicate competency level for each Application

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

Main Applications	Competency level:	Other Systems	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms 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	Indicate your mother tongue by ticking a box below		Speak	Read	Write
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.	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.

Section 10: 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

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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Position Title:	Senior Human Resources Officer
Division/Section:	Corporate Services Division
Salary Grade:	A12 \$33,435.00 pa maximum
Location:	Ministry of Commerce, Industry & Labour
Approved date of JD:	21 March 2024
Position Code:	CL002426
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 provide effective and efficient management and implementation of Human Resource functions and policies to support the achievement of the Ministry's Vision and Mission

Key Relationships

Responsible to: Assistant CEO, Corporate Services Division through the Principal Human Resources and Administration Officer.

Key Responsibilities

Key Responsibility 1: Management, Application & Implementation of Human Resource Policies

- Implement HR policy initiatives as directed by various PSC directives namely the Public Service Act, Regulations, Working Conditions and Entitlements Manual.
- Provide advice and information to management and employees on equal opportunity, occupational safety and health programs including risk management.
- Sending reminders of HR policies and determinations to staff
- Assist in the planning/implementing and monitoring of Human Resource work plans.
- Assist in the development and implementation of the corporate HR documents.
- Assist with the implementation of the Ministry Performance appraisal system and advise employees on matters relating to career development,

Key Responsibility 2: Human Resources Reports

- Assist with Quarterly HR Report data updated and available at the end of each quarter for preparation of report
- Assist with Monthly Leave and Attendance report and submitted on time
- Revise HR Policies and conduct refresher and report.

Please address all correspondences to the Chief Executive Officer

P.O. Box 862, Apia, [SAMOA](#) | Telephone: (685) 20441/ 20442/ 20882 | Facsimile: (685) 20443 | Email: mpal@mcil.gov.ws.

Level 4, ACC House, Apia | Website: www.mcil.gov.ws

- Assist Principal HR to coordinate the facilitation of Cabinet Submissions for Cabinet Secretariat and STSC to PSC to ensure 100% of Cabinet Submissions submitted and STSC are approved and issue on times.
- Ensure all staff on travel duty must submit reports of the training upon arrival.

Key Responsibility 3: Training & Refreshers

- Identify training needs and coordinate ongoing staff trainings/refreshers on public service processes, procedures, policies, regulations and WCEs working conditions and entitlements,
- Assist in maintaining training database and identifying training needs
- Assist in coordinating ongoing staff trainings/refreshers/knowledge sharing on all HR matters

Key Responsibility 4: Recruitment & Selection Process

- Assist in the preparation of Job Descriptions and duty statements according to skills and qualifications required
- Prepare requirements for R&S processes (including arrangements for interviews and vacant positions database update and correspondences for advertisement on the PSC Official Circular), TY15s and supporting docs regarding, staff benefits and follow up HR payments to PSC and MOF, update personnel.

Key Responsibility 5: Leave, Attendances and TY15 Managements

- Monitoring staff attendance
- Updating staff leave cards
- Managing of TY15s (A, B&C) as well as insurance, update database on travel allowances etc.
- Manage and maintain personnel records/database of employees on matters such as wages, salaries and allowances.

Key Responsibility 6: Personnel Administration

- Prepare confirmation letters for staff
- Keep records and maintain personnel filing system
- Advise staff on anniversary dates and leave entitlement

Key Responsibility 7: Staff Supervision

- Assist with the supervision of staff and other HR duties as may be required from time to time

Key Responsibility 8: Budget Preparation

- Assist in budget preparation/implementation/monitoring or Personnel Categories and ensure timely monthly reconciliation with MOF payroll data.

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CORE COMPETENCIES/ SELECTION CRITERIA

MERIT	Job Competencies	Descriptors
SKILLS & ABILITIES	<ol style="list-style-type: none"> 1. Problem Solving 2. Communication 3. Results Driven 4. Report Writing 5. Computer literate 6. Leadership 	<p>Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules.</p> <p>Ability to articulate to clients all matters relating to payment processes, and ability to demonstrate maturity when dealing with diverse personalities.</p> <p>Ability to manage competing priorities and deadlines to ensure allocated work are achieved.</p> <p>Possess excellent aptitude to conduct research, logical thinking, and high level of report writing. Ability to develop and write policies, procedures and instructions and ability to analyse financial data and produce financial reports</p> <p>Aptitude in Microsoft Word, Excel, Power point, Access and other relevant software applications.</p> <p>Natural leadership ability to provide on-going coaching to the Accounts and Finance Team</p>
PERSONAL ATTRIBUTES	<ol style="list-style-type: none"> 1. Commitment & Drive 2. Integrity and Honesty 3. Patience 	<p>Enthusiastic in implementing work plan for the success of the division</p> <p>Show patience and tolerance when necessary, but at the same time be firm and assertive when complex situation arises</p> <p>Displays professionalism and provides impartial advice when needed</p> <p>Model and promote positive attitude of the Public Service Code of Conduct at all times</p> <p>Demonstrate calm and focus under pressured and difficult situations</p>

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PAST WORK EXPERIENCE	<p>Knowledge of HR Management</p>	<p>Proven relevant practical experience in Human Resource Management and best practices, records management and administration</p> <p>Proven practical training experience</p>
EXPERIENCE	<ol style="list-style-type: none"> 1. Advance knowledge and experience of Government financial systems and accounting 2. Awareness of the PS Act 2014 and Working Conditions and Entitlements 2015 and all other policies administered under the PSC. 	<p>Proven knowledge and experience in the public sector management systems and policies</p> <p>Knowledge and understanding of laws guiding the work of human resources in the public sector</p>
QUALIFICATIONS	<ol style="list-style-type: none"> 1. Relevant Qualification /Trainings /Professional Affiliation 	<p>Bachelor's degree in the fields of Commerce, majoring in Human Resources and Industrial Relations, Management, Public or Business administration from a recognized University</p>

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Applicant Statistics Form

This form is specifically for the use of gathering statistics.

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

Ministry/Office	<input type="text" value="MCIL"/>
Position Title	<input type="text" value="Senior Human Resources Officer"/>
Position Code	<input type="text" value="CL002426"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> 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 Organisation 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:	<input type="text" value="Senior Human Resources Officer"/>	Position Code:	<input type="text" value="CL002426"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>