



APPLICATION FORM FOR GENERAL MANAGER OF THE DEVELOPMENT BANK OF SAMOA

All sections of the Application Form must be completed. Your application will **NOT** be considered if you fail to complete the form correctly.

SECTION 1: Position Details

Position Title:	General Manager
Organization:	DEVELOPMENT BANK OF SAMOA
Salary:	\$121,414

SECTION 2: Personal Details

Name:		
Date of Birth:		
Address:		
Gender:		
Marital Status:		
Contract Phone No:	(Home):	(Mobile):
Email:		

SECTION 3: Academic Details *(Most recent one first)*

Qualification	Major area of study	Institution	Year Graduated

SECTION 4: Training History

Courses relevant to selection criteria only	Institution/Country	Dates

SECTION 5: Employment History *(Most recent one first)*

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

Date	Employer:	Position:
Main Responsibilities:		

(You may continue on a separate sheet)

SECTION 6: Selection Criteria

It is the Applicant's responsibility to:

1. Indicate their ability to satisfy each Merit Factor.
2. Provide this information in a true and accurate manner. Failure to do so will disqualify the applicant.
3. Refer to the Job Description for clear descriptions of each position Competency Selection Criterion.

Note:

If you feel the need to provide additional information to support how you meet the selection criteria listed below, then please attach that information to the Application Form. Should you wish to address each selection criteria on a separate sheet and attach it to this Form, feel free to do so.

Skills & Abilities

1. Strategic Thinking *(Essential)*:

- Articulates a clear vision and inspires a sense of shared purpose that drives the Bank's long-term direction.
- Ability to recognize opportunities that the Bank can utilize to secure resources from local and international sources for implementation of its programs
- Ability to recognize and use the strengths and potentials of its personnel in meeting the Bank's vision and goals

- Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies, to inform policy and operation reforms
- Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions
- Demonstrate understanding of management principles, particularly in an education environment
- Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments
- Encourages internal feedback and external assessment for improving the bank's performance and take responsibility for outcomes
- Build effective teams and relevant systems within the Bank to ensure effective and efficient operations
- Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Bank's goals.

2. *Building Relationships (Essential):*

- Nurtures internal and external relationship.
- Values individual's differences, strengths and potential and harness these to achieve the Bank's goal.
- Drives a culture of collaboration, participation, stakeholder engagement & consultation and teamwork.
- Communicates the big picture clearly to a wide range of internal and external audience with precision and confidence.
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.

3. *Delivers/achieves results & outcomes (Essential):*

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives an efficient and effective system of planning, progress reporting, monitoring and evaluating of results.
- Stimulate and sustain a culture of accountability and transparency.
- Uses workforce planning to develop and maintain the capability to deliver services effectively.

4. Management

- Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.
- Drive strategies to achieve operational efficiencies and value for money.
- Provide oversight for financial resources and assets and account for their use.
- Invest time in managing and developing people.
- Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.

5. Leadership

- Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.
- Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment.
- Able to lead a meaningful process of change in a purposeful manner.
- Ability to manage politics, take risks, be innovative and deal with complexity.
- Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions.
- Drives and sustains a performance culture both internally (agency level) and externally.

Personal Attributes

1. *Integrity & Ethics (Essential):*

- Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture & traditions.
- Personifies values of honesty, integrity, impartiality, transparency accountability.
- Demonstrate self-awareness and commitment to personal development.
- Serves the Government of the day irrespective of personal preferences.

2. *Commitment and Personal Drive (Essential):*

- Takes responsibility and initiates timely action to resolve issues.
- Makes tough corporate decisions to achieve desired outcomes.
- Accepts accountability for mistakes made in the organization and ensures corrective action is taken.

3. *Judgement, Intelligence & Common sense (Essential):*

- Analytical, proactive, innovative and able to conceptualize strategic issues faced by the Development Bank of Samoa and apply appropriate and cost-effective solutions.
- Aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Development Bank of Samoa is ready to respond at all times to small scale incidents and national disasters.
- Has the functional and technical knowledge to carry out the General Manager's duties to a high level of accomplishment.
- Makes sound decisions based on common sense, experience and good judgment without prejudice.
- Anticipates implications and applies effective judgment to develop solutions.

4. Innovation & Creativity (Essential):

- Generates and employs original ideas, tackling both simple and complex problems consistently.
- Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job, including use of innovative methods.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
- Ensures a safe and happy work environment for all employees where they can freely express their creativity and individuality and still value being part of the Development Bank of Samoa.

Experience

5. Experience and Past Work Performance

Proven experience in management or leadership with a minimum of eight (8) years of services in public or private service in the following areas; professional & managerial experience in finance, portfolio management & assessment, credit risks management, financial analysis, banking, accounting or economics, experience in project management, public sector management, government policies and reforms, and in building network & relationships.

Qualifications

6. Educational Qualification is essential.

- Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management, Banking & Project Management.
- Professional membership of a recognized professional body relevant to the work of the Bank is an advantage.

SECTION 7: Computer Skills

Indicate your competency level for each Application using the following Competency Level Code:

Key:

1 – No knowledge

2 – Basic Knowledge

3 – Good Knowledge

4 – Strong/Advanced Knowledge

Main Applications	Competency Level	Other Systems:	Competency Level
MS Word		MS Access	
MS Excel		Internet	
MS PowerPoint		Other (specify)	
Email		Other specify)	

SECTION 8: Knowledge of Languages

Indicate competency level for each LANGUAGE using the following Competency Level Code:

Key:

1 – Limited Working Proficiency: limited conversations, basic work commands, assistance is needed with more extensive conversations in this language.

2 – Professional Working Proficiency: engage freely in discussions and make contributions to office meetings, fairly extensive vocabulary; freely converse with others.

3 – Mother tongue: Completely fluent; extensive knowledge to understand and write difficult materials

Languages	Competency Level
Samoan:	
English:	
Other (specify)	

SECTION 9: Declaration of Near Relatives

Please TICK the appropriate box.

	Yes	No
Declaration of near relatives (parent, child, brother, sister or spouse including de-facto) currently employed anywhere in the organization to which you are applying.		
If YES, provide names(s) and the nature of the relationship:		

SECTION 10: Declaration of Disciplinary Records

Please TICK the appropriate box.

	Yes	No
Declaration of disciplinary record; any criminal convictions or current legal proceedings against you.		
If YES, you will be required to provide details in a sealed envelope and addressed to the Chair, Board of Directors, Development Bank of Samoa. This information will be kept confidential and only be seen by the Chair and the Assessment Committee.		

SECTION 11: Community Affiliations

Please TICK the appropriate box.

	Yes	No
Community affiliations (including Matai Tiles) outside work environment.		
If YES, list here:		

SECTION 12: Declaration of Referees

Please note is it mandatory for you to provide written references from your referees.

Referee Name	Designation	Email	Phone

SECTION 13: Certification and Authorization

1. I hereby certify that the information given in my Application is true and correct.
2. I acknowledge that if I am appointed on the basis of any false information that I provide; my appointment will be revoked/voided.
3. I authorize the Ministry/Office and the Selection Panel to undertake all necessary background and verification checks in relation to my application.

Signature:		Date:	
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