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## APPLICATION FORM FOR GENERAL MANAGER, SAMOA LIFE ASSURANCE CORPORATION.

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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:	Samoa Life Assurance Corporation
Salary:	SAT \$121,414 p.a - \$125,828 p.a

### 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 of the Corporation and inspires a sense of shared purpose and direction and drives the Corporation's vision and long term direction.
- Ability to recognize opportunities that the Corporation can utilize to secure resources from local and international sources to support the implementation of its programs and the strengths and potentials of its personnel in meeting the Corporations vision and goals.
- Ability to make timely and effective decisions and produce results through strategic planning and

implementation and evaluation of programs and p[policies to inform policies and operation reforms.

- Considers emerging trends and multiple perspectives when assessing impact, long term opportunities and viable solutions.
- Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.
- Demonstrates understanding of management principles particularly in a business management, governance and finance environment.
- Has good command skills and encourages internal feedback and external assessment for improving the Corporation's performance and take personal responsibility for outcomes.
- Build effective teams and relevant systems within the corporation to ensure effective and efficient operations.
- Ability to acquire and administer resource (human, financial, material, information) in manner that instills public trust and accomplishes the Corporations goals.

## **2. *Building Relationships :***

- Nurtures internal and external relationship
- Values individual's differences, strengths and potential and harness these to achieve the Corporation's goal.
- Develops guides and monitors employees
- Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.
- Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
- Effectively manages conflicts particularly with external clients.

**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, reporting progress, monitoring and evaluating of results.
- Stimulate/create a culture of accountability and transparency.
- Uses workforce planning to develop and maintain the capability to deliver services effectively.

**4. *Management):***

- Invest time in managing and developing people as well as building positive staff morale
- Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.
- Effectively delegates appropriate responsibility, accountability & decision making authority.
- Monitors progress against milestones and deadlines.
- Drives effectively 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.

### **5. Leadership**

- Ability and confidence to effectively lead and navigate the Corporation sustainably
- 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, takes 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):**

- Possess appropriate values and belief in what is best for the common good.
- Widely trusted and is seen as a direct and courageous individual
- Personifies values of honesty, integrity, impartiality, transparency and accountability.

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

- Takes responsibility and initiates timely action to resolve issues.
- Is prepared to make tough corporate decisions to achieve desired outcomes.
- Accept accountability for mistakes made in the corporation and ensures corrective action is taken.

**3. *Intellect and Judgment (Essential):***

- Is analytical, proactive, innovative and able to conceptualize strategic issues face by the Corporation and apply appropriate and cost-effective solutions.
- Has the functional and technical knowledge to carry out the General Managers duties to a high level of accomplishment.
- Make sound decisions based on common sense, experience and good judgment without prejudice.
- Anticipates implications and applies effective judgment to develop solutions.

**4. *Creativity & Innovation (Essential):***

- Consistently generates and employs original ideas, tackling both simple and complex problems.
- Brings out the best in others, leads them to use unorthodox methods.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
- Ensuring 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 Corporation.

**Experience**

**5. *Experience and Past Work Performance***

- Proven experience in senior management and leadership roles with a minimum of ten (10) years of services in the fields of Finance, Governance or Senior Management and Leadership Roles

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**Qualifications**

**6. Educational Qualification is essential.**

- Minimum qualification of a Bachelor degree from recognized tertiary institution in Business Management/Policy Advice/Finance/Accounting or other related fields relevant to the Position.

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**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, Samoa Life Assurance Corporation. 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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