



APPLICATION FORM FOR GENERAL MANAGER, ACCIDENT COMPENSATION AUTHORITY.

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:	Accident Compensation Authority
Salary:	SAT\$ 121,414- 125,828

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.
- Drive the Corporations vision and long term direction to achieve government and agency objectives and improved services to the community.
- Develop clear goals that are consistent with approved strategies, identify priority activities and allocate resources appropriately.

- Identify strategic issues, opportunities and risks and able to communicate effectively broad and compelling organizational direction.
- Initiate and analyze policies and provide strategic advice at the Ministerial and Board level.
- Demonstrate a sophisticated understanding of political, social security systems.

2. *Building Relationships :*

- Drive and sustain a performance culture that inspires a strong desire to succeed and motivate staff to work together to achieve common goals.
- Nurture, network and communicate with all stakeholders, both local and international.
- Demonstrated ability to communicate the 'big' picture clearly to a wide range of internal and external audiences with precision, confidence and in an articulate manner.

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

- Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
- Drive a culture of achievements and commitments to achieving outcomes beyond expectations.
- Proven ability at ensuring efficient & effective systems (planning, reporting progress 7 monitoring etc) are developed and operating effectively to capture results and evaluate outcomes.

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.
- Ability to make timely and effective decisions and produce results through strategic planning, implementation and evaluation of programs and policies to inform policy and operation reforms.

5. Leadership

- Ability and confidence to effectively lead and navigate the Corporation sustainably
- Ability to manage politics, change, take risks, be innovative and deal with complexity.
- Is resourceful, optimistic, energetic, open-minded, flexible and capable of solving problems and making decisions.

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Personal Attributes

1. Integrity & Ethics (Essential):

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| <ul style="list-style-type: none">• 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.• Demonstrate self-awareness and commitment to personal development.• Serves the Government of the day irrespective of personal preferences. |
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2. Commitment and Personal Drive (Essential):
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| <ul style="list-style-type: none">• Demonstrate self-awareness and commitment to personal development.• Takes responsibility and initiates timely action to resolve issues.• Is prepared to make tough decisions to achieve desired outcomes.• Accepts accountability for mistakes made in the Corporation and ensures corrective action is taken. |
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3. Intellect and Judgment (Essential):

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| <ul style="list-style-type: none">• 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 Manager 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. |
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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.

Experience

5. Experience and Past Work Performance

- Proven experience in leadership with a minimum of eight (8) years of service at a senior management. Targeted experience to include:
 - a) Professional and managerial experience in social security systems
 - b) Strong financial ability and investment management.
- An in-depth knowledge and understanding of the Accident Compensation Corporation principal and amended legislations.

Qualifications

6. Educational Qualification is essential.

- Minimum qualification of a Bachelor's degree from a recognized tertiary institution in Management, Finance, Economics, Business Administration or other relevant qualification from a recognized higher educational institution.

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, Accident Compensation 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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