



## APPLICATION FORM FOR CHIEFEXECUTIVE OFFICER, SAMOA POST LIMITED.

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:	Chief Executive Officer
Organization:	Samoa Post Limited
Salary:	SAT \$119,023 – 123,621 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 organization and inspires a sense of shared purpose and direction.
- Drives the organization's vision and long-term direction to achieve government and agency objectives and ensure improved services to the community.
- Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions.
- Provides advice to government that reflects analysis of a broad range of issues and the whole-of-

government agenda.

- Demonstrates a sophisticated understanding of political, social and economic factors affecting the organization.

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

- Drives activities that support organizational sustainability, operational efficiency and flexible resource management.
- Engenders a culture of accountability and transparency.
- Optimizes professional expertise to improve overall performance and delivery of organizational outcomes.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives an efficient and effective system of reporting progress and evaluation results.

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

- Drives effective planning and exhibits strong organizational ability seen through integration of structures, systems and teams to better achieve objectives.
- Drives strategies to achieve operational efficiencies and value for money.
- Invest time in managing and developing people.
- Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.
- Manages projects across sector and multiple agencies and keeps stakeholders informed.
- Uses workforce planning to develop and maintain the capability to deliver services effectively.

#### **4. Management):**

- Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.
- 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.
- Drives and sustains a performance culture both internally (agency level) and externally across Government Agencies & related entities.

#### **5. Leadership**

- Ability and confidence to effectively lead and navigate an organizations 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.
- Is widely trusted and is seen as a direct and courageous individual.
- 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.
- 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 intellectually sharp and exhibits a sophisticated understanding of the environment affecting whole-of-government agenda and impacts on the organization.
- Shows levels of high analytical, conceptual and innovative thinking.
- Proficiently handles concepts and complexity, blends analysis and insight to effectively inform

and enhance organizational performance.

- 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.
- Pursues new methods and solutions, thinks outside the box, connects disparate ideas, is unafraid to use unorthodox methods.
- Brings out the best in others in brainstorming sessions or one-on-one, leading them to discover new connections, new solutions and new ways of doing the job.

**Experience**

**5. Experience and Past Work Performance**

- Proven experience in leadership at a minimum of eight (8) years of service.

**Qualifications**

**6. Educational Qualification is essential.**

- A Degree either in Information and Technology, Management OR any related discipline from a recognized University (Postgraduate qualification would be 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
Samoa:	
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 Post Limited. 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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