



JOB APPLICATION FORM

ALL SECTIONS of this Application Form is mandatory. Your Application will NOT be considered if you fail to complete this form accurately.

SECTION 1: Position Details

Position Title:	General Manager
Ministry:	Accident Compensation Corporation
Position code:	ACC003
Salary:	\$123,361 p/a

SECTION 2: Personal Details

Name			
Gender		Date of Birth	
Marital Status		Address	
Phone No. 1			
Phone No. 2			
e-Mail			

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

Qualification Attained	Major Area of Study	Institution Attended	Year Graduated

SECTION 4: Training History

Courses relevant to Selection Criteria ONLY	Institution/Country	Dates

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

Date:	Employer:	Position
<i>Main Responsibilities:</i>		

Main Responsibilities:

Date:	Employer:	Position

Main Responsibilities:

SECTION 6: Selection Criteria

It is the Applicant’s responsibility to:

1. Indicate their ability to satisfy each Merit Factor.
2. Essential to complete this information in a true and accurate manner (*failure to do so will disqualify the applicant*).
3. Refer to the Job Description for clear description of each position Competency/Selection criterion.

Note:

- a) If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this Application Form.
- b) Feel free to address each selection criteria on a separate sheet and attach to this form if preferred.

POSITION COMPETENCIES

A. SKILLS AND ABILITIES

1. Strategic Thinking

- Able to articulate a clear vision for the Corporation and inspire a sense of shared purpose and direction.
- Drive the Corporation’s 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 organisational direction.
- Initiate and analyse policies and provide strategic advice at the Ministerial and Board level.
- Demonstrates a sophisticated understanding of political, social and economic factors affecting the Corporation.
- Proven professional competencies and a sound knowledge of social security systems.

2. Building Relationships

- Drive the Corporation’s vision and long term direction to achieve Government and agency objectives and improved services to the community.
- 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 and Achieves Results/Outcomes*

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

B. Personal Attributes

1. *Integrity and Honesty*

- Provides impartial and forthright advice.
- Models high standard of ethics, conduct and probity.
- Widely trusted and seen as a direct, truthful and courageous individual.
- Personifies the values of honesty, integrity, impartiality, transparency and accountability.

2. *Commitment & Personal Drive*

- Demonstrates self-awareness and commitment to personal development.
- Takes responsibility and initiates timely action to resolve issues.
- Is prepared to make tough corporate decisions to achieve desired outcomes

3. *Intellect and Judgment*

- Sound judgment and decision making skills.
- Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting the Corporation and its impacts.

- Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance the Corporation performance.
- Anticipates implications and applies effective judgment to develop solutions.

4. Creativity and Innovation

- Consistently generates and applies original ideas tackling both simple and complex problems.
- Pursues new methods and solutions, thinks outside the box and is unafraid to use unorthodox methods.
- Good understanding of new technologies and their application.

C. Experience and Past Work Performance

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

D. Academic Qualification

- A minimum qualification of a Bachelor’s degree from a recognised tertiary institution in Management, Finance, Economic, Business Administration or other related fields relevant to the position.

SECTION 7: Computer Skills

Indicate competency level for each Application using the **Competency Level Code** below:

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)	
e-mail		Other (specify)	

SECTION 8: Knowledge of Languages

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

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 clients

3 - Mother tongue: Completely fluent, extensive knowledge to understand and write difficult materials

Languages	Competency LEVEL (refer to KEY above – 1, 2, 3)
Samoan:	
English:	
Other (specify)	

SECTION 9: Declaration of NEAR RELATIVES

(Please TICK appropriate box)	YES	NO
Declaration of near relatives (<i>parent, child, brother, sister or spouse including de-facto</i>) currently employed anywhere in the Ministry/Office to which you are applying.		
If YES , provide name(s) and nature of relationship:		

SECTION 10: Declaration of Disciplinary Records

(Please TICK appropriate box)	YES	NO
Declaration of disciplinary record; any criminal convictions; or any current legal proceeding against you.		
If YES , you will be required to provide details in a confidential sealed envelope and address it to the Chairman of the Public Service Commission. This information will be kept confidential and only be seen by the Assessment Committee.		

SECTION 11: Community Affiliations

(Please TICK appropriate box)	YES	NO
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Community affiliations (including Matai Titles) outside work environment.		
If YES, list here:		

SECTION 12: Declaration of Referees

Please note that it is mandatory for you to declare the email address of your THREE Referees.

Referee Name	Designation	Email Address	Contact Number

SECTION 13: Certification and Authorization

- I hereby certify that the information given in my Application is true and correct.
- I acknowledge that if I am appointed on the basis of any false information that I provide; my appointment will be revoked/voided.
- 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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