



ACCIDENT COMPENSATION CORPORATION

GUIDE FOR APPLICANTS

- Position:** **General Manager**
- Purpose:** This guide provides information about the process for the recruitment and selection of the General Manager of the Accident Compensation Corporation.
- Contact:** Manu'a Dr. Cam Wendt, Ministry of Public Enterprises, cam.wendt@mpe.gov.ws. www.mpe.gov.ws., acc.gov.ws.

MAKING AN APPLICATION

- GENERAL:** Your application for this position should include:
1. A short cover letter expressing interest in the vacant position and an indication of when the applicant can start in the position if appointed;
 2. Complete the Competency Self-Assessment Form;
 3. A most recent curriculum vitae;
 4. Complete referee details and sign the authorization form;
- CURRICULUM VITAE:** Your CV should include:
- Details of your work history, including the following information for every position held:
 - position title, employer and the dates you held the position
 - a list of achievements
 - a brief summary of key accountabilities
 - Certified copies of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (Certified copies are those that are seen and verified by a Lawyer as true copies of the originals);
 - Your contact details for correspondence purposes in relation to your application for this position.

REFEREE DETAILS:

Completed Referee Details with recent written references from three (3) professional referees (Recent means no later than 12 months).

AUTHORIZATION FORM:

By signing the attached Authorization Form you are:

- Consenting to the Ministry for Public Enterprises and ACC Board of Directors or a designated representative to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position;
- Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.

COMPLETING THE COMPETENCY SELF-ASSESSMENT FORM

- Applicants are required to complete the Competency Self-Assessment Form clearly and provide examples of the Applicant's claim to satisfying the position specific competencies.

SUBMISSION OF APPLICATION & CLOSING DATE

All applications for the advertised General Manager position MUST be submitted to MPE and addressed to:

**The Chairman
Board of Director
Accident Compensation Corporation
Apia, Samoa**

**MPE Address:
Level 1, NPF Plaza
Tel 34500 – Email info@mpe.gov.ws
Beach Road, Apia**

Closing date of applications is Friday 22nd January 2021 at 2:00pm



ACCIDENT COMPENSATION CORPORATION

JOB DESCRIPTION:

Position: General Manager
Accident Compensation Corporation

Responsible to: Minister of Public Enterprises,
Chairman and the Board of Directors
Accident Compensation Corporation

OBJECTIVE

The General Manager is accountable to the Corporation through the provision of efficient and effective advice to the Minister, Chairman and the Board of Directors of the Accident Compensation Corporation ("ACC").

POSITION COMPETENCIES

The duties and responsibilities include but not limited to the following:

A. Skills and Abilities

The position addresses the following Key Result Areas:

1. Able to articulate a clear vision for the Corporation and inspire a sense of shared purpose and direction.
2. Drive the Corporation's vision and long term direction to achieve Government and agency objectives and improved services to the community.
3. Develop clear goals that are consistent with approved strategies, identify priority activities and allocate resources appropriately.
4. Identify strategic issues, opportunities and risks and able to communicate effectively broad and compelling organisational direction.
5. Initiate and analyse policies and provide strategic advice at the Ministerial and Board level.
6. Demonstrates a sophisticated understanding of political, social and economic factors affecting the Corporation.
7. Proven professional competencies and a sound knowledge of social security systems.

8. Drive and sustain a performance culture that inspires a strong desire to succeed and motivates staff to work together to achieve common goals.
9. Nurture, network and communicate with all stakeholders, both local and international.
10. 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.
11. Conscientious and efficient in meeting commitments, observing deadlines and achieving results.
12. Drive a culture of achievement and commitment to achieving outcomes beyond expectations.
13. 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

14. Provides impartial and forthright advice.
15. Models high standard of ethics, conduct and probity.
16. Widely trusted and seen as a direct, truthful and courageous individual.
17. Personifies the values of honesty, integrity, impartiality, transparency and accountability.
18. Demonstrates self-awareness and commitment to personal development.
19. Takes responsibility and initiates timely action to resolve issues.
20. Is prepared to make tough corporate decisions to achieve desired outcomes.
21. Sound judgment and decision making skills.
22. Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting the Corporation and its impacts.
23. Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance the Corporation performance.
24. Anticipates implications and applies effective judgment to develop solutions.
25. Consistently generates and applies original ideas tackling both simple and complex problems.
26. Pursues new methods and solutions, thinks outside the box and is unafraid to use unorthodox methods.
27. Good understanding of new technologies and their application.

C. Experience & Essential Competencies

28. Proven experience in leadership with a minimum of eight (8) years of service at a senior management level. Targeted experience to include:
 - a. Professional and managerial experience in social security systems

- b. Strong financial ability and investment management experience.
29. An in-depth knowledge and understanding of the of the Accident Compensation Corporation principal and amended legislations.

D. Qualification

30. A Minimum Qualification of a Bachelor's Degree in Management, Finance, Economics, Business Administration or other relevant qualification from a recognized higher educational institution;

E. Term of Contract and Remuneration

The appointment is for a fixed contractual term of three years. Other terms of contract including salary and benefits will be similar to those applicable to General Managers of other Corporations and Statutory Authorities.

**GENERAL MANAGER
ACCIDENT COMPENSATION CORPORATION**

AUTHORIZATION FORM

I, _____ (Applicant's name), authorize the Selection Panel for the above position to undertake all necessary background and verification checks in relation to my application for the position of General Manager of the Accident Compensation Corporation.

I can be contacted for all matters relating to this position on the following:

- Home/Work Address: _____
- Telephones: _____
- Emails: _____

Signature:

Date



ACCIDENT COMPENSATION CORPORATION

LEVEL 5, ACC HOUSE, APIA, SAMOA.

TELEPHONE: +685 23100

VACANCY: GENERAL MANAGER

Applications are invited from interested, qualified and highly experienced persons for the above position within the Accident Compensation Corporation.

General Manager

The position is for a fixed contractual term of three (3) years. The application package can be uplifted from the Office of the Ministry of Public Enterprises at Level 1, NPF Plaza, Apia.

All applications MUST be submitted to MPE and addressed to:

The Chairman
Board of Directors
Accident Compensation Corporation
Apia, Samoa

MPE Address:
Level 1, NPF Plaza
Telephone: 34500
Email: info@mpe.gov.ws
Beach Road
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