



## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application Package.

<b>Position Title</b>	<b>Chief Executive Officer</b>
<b>Public Body</b>	<b>Samoa Qualification Authority</b>
<b>Contact</b>	Ministry for Public Enterprises Tel: +685 34500 Email: <a href="mailto:cam.wendt@mpe.gov.ws">cam.wendt@mpe.gov.ws</a> The Application Pack can be downloaded from the website link: <a href="http://www.mpe.gov.ws">www.mpe.gov.ws</a>
<b>Making an Application</b>	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> <li>1. A Cover Letter:             <ol style="list-style-type: none"> <li>(i) Expressing interest in the vacant position; and</li> <li>(ii) Availability to start employment, if appointed.</li> </ol> </li> <li>2. Completed Competency Self-Assessment Form;</li> <li>3. Most recent curriculum vitae that includes:             <ol style="list-style-type: none"> <li>(i) Details of all your current and previous work history, including the following information:                 <ol style="list-style-type: none"> <li>(a) Position Title, Employer and the dates you held the position; and</li> <li>(b) List of Achievements; and</li> <li>(c) Brief Summary of Key Accountabilities</li> </ol> </li> <li>(ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by a lawyer as true copies of the originals</i>); and</li> <li>(iii) Your contact details for correspondence purposes in relation to your application for this position.</li> </ol> </li> <li>4. Completed Referee Details with recent written references from three (3) professional referees (<b><i>Recent means no later than 12 months</i></b>).</li> </ol>
<b>Completing the Competency Self-Assessment Form</b>	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.
<b>Authorization Form</b>	By signing the Authorization Form you are: <ul style="list-style-type: none"> <li>• Consenting to the Ministry for Public Enterprises and SQA Board of Directors or a designated representative (Selection Panel) 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;</li> <li>▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.</li> </ul>
<b>Submission of Application</b>	All applications for the advertised Chief Executive Officer position <b>MUST</b> be submitted to MPE and addressed to: <p><b>The Chairperson Board of Director Samoa Qualification Authority Apia, Samoa</b></p> <p><b>MPE Address: Level 1, NPF Plaza Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a> Beach Road, Apia</b></p>
<b>Closing Date</b>	<b>Friday, 26<sup>th</sup> August 2022, by 4.00pm</b>
<b>Late Applications</b>	It is important to note that ALL applications received after the time and date stated in the advertisement <b>WILL NOT</b> be accepted and considered during the short listing process. <i>A hard copy of an electronically submitted application received after the due date may be accepted given the electronic copy was received on time.</i>