



APPLICATION FORM FOR GENERAL MANAGER OF THE SAMOA SHIPPING CORPORATION

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:	Samoa Shipping Corporation
Salary:	\$126,607.60 (L19)

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 and inspires a sense of shared purpose that drives the Corporation long-term direction.
- Ability to recognize opportunities that the Corporation can utilize to secure resources from local and international sources for implementation of its programs
- Ability to recognize and use the strengths and potentials of its personnel in meeting the Corporation's vision and goals

- Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies, to inform policy and operation reforms
- Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions
- Demonstrate understanding of management principles, particularly in a maritime/shipping environment
- Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments
- Encourages internal feedback and external assessment for improving the Corporation's performance and take responsibility for outcomes
- Build effective teams and relevant systems within the Corporation to ensure effective and efficient operations
- Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Corporation's goals.

2. *Building Relationships (Essential):*

- Nurtures internal and external relationships by building and sustaining relationships with the Minister, across the sector, across agencies and with a diverse range of external stakeholders.
- Communicates the big picture clearly to a wide range of internal and external audiences with precision and confidence.
- Values individual differences, strengths and potential and harness these to achieve the Corporation's goals.
- Drives a culture of collaboration, participation, stakeholder engagement & consultation and teamwork.
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
- Encourage and maintains a performance culture ensuring regular feedback and recognition of achievement.

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

- Creates a positive working relationship with the Minister and Chair SSC Board, where there are

regular meetings and consultation and the candid exchange of information and consultations on all important policy developments and activities.

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Promotes a culture of accountability and transparency where the GM leads by example in their work habits, treatment of staff and leadership traits.
- Optimizes professional expertise to improve overall performance and delivery of the Corporations outcomes.
- Leads the change agenda and demonstrates an understanding of the complex range of factors which effect change
- Uses workforce planning to develop and maintain the Corporations ability to deliver services effectively.

4. Management (Essential):

- Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.
- Drive strategies to achieve operational efficiencies and value for money.
- Provide oversight for financial resources and assets and account for their use.
- Invest time in managing and developing people.
- Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.
- Uses workforce planning to develop and maintain capability to deliver services effectively.

5. Leadership (Essential):

- Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.
- 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, 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.

Personal Attributes

1. ***Integrity & Ethics (Essential):***

- Possess appropriate values and belief in what is best for the common good.
- Able to provide impartial and forthright advice.
- Is widely trusted and is seen as a direct and courageous individual.
- Personifies the values of honesty, integrity, impartiality, transparency and accountability.
- 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.
- Considers a range of ways in which to achieve the goals required of the Corporation in the most economical and efficient manner.
- Accepts accountability for mistakes made in the organization and ensures corrective action is taken.

3. ***Judgement, Intelligence & Common sense (Essential):***

- Analytically sharp, proactive, innovative and able to conceptualize strategic issues faced by the organization and apply appropriate and cost-effective solutions.
- Is intellectually astute and demonstrates a sophisticated understanding of the environment affecting the whole-of-government agenda and its impacts on the organization.

- Shows high levels of analytical, conceptual and innovative thinking.
- Ability to draw on the skills and experience of others as well as their own, to make informed decisions.
- Proficiently handles concepts and complexity; blends analysis and insight to effectively inform and enhance organizational performance.
- Able to make sound decisions based on common sense, experience and good judgement without prejudice.
- Anticipates implications and applies effective judgement to develop solutions.

4. Innovation & Creativity (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
- Bring out the best in others, leading them to discover new ideas, solutions and new way of doing things.
- Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality while still adding value to the organization.

Experience

1. Experience and Past Work Performance

- Proven experience in leadership and management at a minimum of eight (8) years of professional/managerial experience. Leadership and organizational management in the Shipping and/or maritime transport sector would be an advantage.

Qualifications

1. Educational Qualification is essential.

- A Degree/Post Graduate qualification in Management, Public Administration and/or Civil Engineering.

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.	<input type="checkbox"/>	<input type="checkbox"/>
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 Shipping 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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