



## APPLICATION FORM FOR PUBLIC TRUSTEE OF THE PUBLIC TRUST OFFICE.

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:	Public Trustee
Organization:	Public Trust Office
Salary:	SAT \$120,213 - \$124,857 per annum.

### 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 Leadership (Essential):**

- Articulates a clear vision of the Office and inspires a sense of shared purpose and drives the Office's vision and long-term direction.
- Ability to recognize opportunities that the Office can utilize to secure resources from local and international sources to support implementation of its programs and the strengths/potentials of its personnel in achieving the Office's vision and goals.
- Ability to make timely and effective decisions and achieve results through strategic planning,

implementation and evaluation of programs and policies to inform policy development and operational improvements.

- Considers emerging trends and multiple perspectives when assessing impacts, long term opportunities and viable solutions.
- Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.
- Has a good command skill and encourages internal feedback and external assessment for improving the Office's performance and take performance and take personal responsibility for outcomes.
- Build effective teams and relevant systems within the Office 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 Office's goals.
- Demonstrate high level leadership skills at a program level including organizations wide planning and prioritizing skills together with demonstratable high level people management skills

## **2. *Building Relationships (Essential):***

- Nurtures internal and external relationship
- Values individual's differences, strengths and potential and harness these to achieve the Offices's goal
- Develops guides and monitors employees.
- Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.
- Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
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- Highly developed interpersonal skills to advance collaborative inter-agency and intra-agency working relationships and to positively advance the profile and reputation of the Public Trust Office with Government, with Judiciary, the legal profession and with other Public Trading Bodies and stakeholders

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

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.
- Stimulate / create a culture of accountability and transparency.
- Uses workforce planning to develop and maintain the capability to deliver services effectively.

### Personal Attributes

#### 1. *Integrity & Ethics:*

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.
- Stimulate / create a culture of accountability and transparency.
- Uses workforce planning to develop and maintain the capability to deliver services effectively

#### 2. *Commitment and Personal Drive:*

- Takes responsibility and initiates timely action to resolve issues.
- Is prepared to make tough corporate decisions to achieve desired outcomes.
- Accepts accountability for mistakes made in the organization and ensures corrective action is taken.

#### 3. *Judgment/Intelligence/Commonsense:*

- Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Office and apply appropriate and cost-effective solutions.
- Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Office is ready to respond at all times to small scale incidents and national disasters.
- Has the functional and technical knowledge to carry out the Public Trustee's duties to a high level of accomplishment.
- Makes sound decisions based on common sense, experience and good judgment without prejudice.
- Anticipates implications and applies effective judgment to develop solutions.

#### **4. Creativity and Innovation**

- Consistently generates and employs original ideas, tackling both simple and complex problems.
- Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
- Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality and still value being part of the Office.

### ***Experience***

#### **1. Experience and Past Work Performance**

- The Public Trustee should have a minimum of eight (8) years of practical experience in the relative field of trust and estate administration and trustee management, planning and financial oversight.
- 5 years of experience in personnel management, including hiring, supervision, evaluation and benefits administration;
- 3 years of experience working with a Board of Directors

<b>Academic Qualifications</b>
<b>1. Educational Qualification is essential.</b> <ul style="list-style-type: none"> <li>Minimum qualification of a Bachelor's of Laws (LLB) from a recognized Institution, with admission as a Legal Practitioner of Supreme Court of Samoa</li> </ul>

## 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)	
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## 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, Public Trust Office. This information will be kept confidential and only be seen by the Chair and the Selection Panel.		

## 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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