



APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER OF THE SAMOA QUALIFICATIONS AUTHORITY

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:	Chief Executive Officer
Organization:	Samoa Qualifications Authority
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 Authority and inspires a sense of shared purpose and drives the Authority's vision and long-term direction.
- Ability to recognize opportunities that the Authority 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 Authority'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.
- Demonstrates understanding of management principles particularly in an educational environment.
- Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and upholds a strong sense of accountability
- Build high performing teams and relevant systems within the Authority 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 Authority's goals.

2. *Building Relationships (Essential):*

- Nurtures internal and external relationship
- Values individual differences, strengths and potential and harnesses these to achieve the Authority's goal
- Develop 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.

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:

- Possess appropriate values and beliefs in what is best for the common good.
- Is widely trusted and is seen as a direct and courageous individual.
- Personifies values of honesty, integrity, impartiality, transparency accountability.
- Demonstrate self-awareness and commitment to personal development.
- Serves the Government of the day irrespective of personal preferences.
- Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.

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 Authority 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 Authority is ready to respond at all times to small scale incidents and national disasters.
- Has the functional and technical knowledge to carry out the Chief Executive Officer'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 Authority.

Experience

1. *Experience and Past Work Performance*

- Proven experience in Management and or leadership a minimum of eight (8) years in public or private service.

Academic Qualifications

1. *Educational Qualification is essential.*

- Minimum qualification of a Bachelor degree from recognized tertiary institution in the related area of education/Management and other fields relevant to the position

SECTION 7: Computer Skills

Indicate your competency level for each Application using the following Competency Level Code:

Key:

1 – No knowledge
3 – Good Knowledge

2 – Basic 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.		
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 Qualifications Authority. 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 Titles) 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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