



APPLICATION FORM FOR GENERAL MANAGER OF THE DEVELOPMENT BANK OF SAMOA

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:	Development Bank of Samoa
Salary:	SAT\$124,857-131,722 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.

<i>Skills & Abilities</i>
<p>1. Banking and Financial Management (Essential):</p> <ul style="list-style-type: none"> • Demonstrates strong knowledge of development banking and ensures financing supports national economic development • Provides effective oversight of lending programmes, ensuring financing supports MSMEs, priority sectors and national development objectives. . • Ensure strong systems, teams and processes are in place to support effective lending, loan, monitoring , recovery and reporting • Uses financial and portfolio data for decision making improve portfolio quality and maintain the Banks financial soundness and sustainability. • Ensures lending policies, financing thresholds, and banking practices comply with regulatory and prudential requirements and respond to economic conditions

2. *Strategic Thinking / Leadership and Vision (Essential):*

- Articulates a clear vision and inspires a sense of shared purpose that drives the Bank's long-term development and financial sustainability.
- Ability to identify opportunities and secure fundings and resources from local and international partners to support lending programmes, system upgrades and strategic projects.
- Executes timely, evidence-based decisions to drive operational reforms and ensure the successful implementation of the Bank's strategic programs
- Demonstrates ability to analyze emerging trends and to identify long-term opportunities and possess the vision to assess impacts and implement viable solutions that safeguards the Banks sustainability and its contribution to the Pathway of the Development of Samoa
- Proven ability to lead with a command and consult approach demonstrating the confidence to lead the organization while valuing diverse internal and external feedbacks
- Effectively manages financial, human, information and resources in a manner that builds public trust and achieves the Banks mandate
- Build a high performing team

3. *Building Relationship (Essential):*

- Ability to liaise with government agencies, development partners, MSMEs, and community groups.
- Experience in consultation, partnership-building, and advocacy to support the Banks success.
- Skills in communicating complex project goals and outcomes in simple terms to different stakeholders.
- Represents the Bank in national and regional forums related to economic development and finance
- Values individual differences, strengths and potential and harnesses these to achieve the Bank's goal
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement

4. *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, progress reporting, monitoring and evaluating of results
- Stimulate and sustain a culture of accountability and transparency
- Uses workforce planning to develop and maintain the capability to deliver services effectively

Personal Attributes

1. *Integrity & Ethics:*

- Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture & traditions
- 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

2. *Commitment and Personal Drive:*

- Takes responsibility and initiates timely action to resolve issues
- Is prepared to makes 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 Development Bank of Samoa 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 Development Bank of Samoa is ready to respond at all times to small scale incidents and national disasters.
- Has the functional and technical knowledge to carry out the General Manager'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:*

- Generates and employs original ideas, tackling both simple and complex problems consistently
- Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job, including use of innovative methods
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change
- Ensures 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 Development Bank of Samoa.

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Experience

1. Experience and Past Work Performance:

- Proven experience in management or leadership with a minimum of eight (8) years of services in public or private service in the following areas; professional & managerial experience in finance, portfolio management & assessment, credit risks management, financial analysis, banking, accounting or economics, experience in project management, public sector management, government policies and reforms, and in building network & relationships.

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Academic Qualifications

1. Educational Qualification is essential:

- Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management, Banking & Project Management
- Professional membership of a recognized professional body relevant to the work of the Bank is an advantage

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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.		
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, Development Bank of Samoa. 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 it is 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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