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## APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER OF THE SAMOA HOUSING CORPORATION

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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

<b>Position Title:</b>	Chief Executive Officer
<b>Organization:</b>	Samoa Housing Corporation
<b>Salary:</b>	SAT\$124,857-131,722 per annum

### SECTION 2: Personal Details

<b>Name:</b>		
<b>Date of Birth:</b>		
<b>Address:</b>		
<b>Gender:</b>		
<b>Marital Status:</b>		
<b>Contract Phone No:</b>	(Home):	(Mobile):
<b>Email:</b>		

### 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:
<b>Main Responsibilities:</b>		

Date	Employer:	Position:
<b>Main Responsibilities:</b>		

Date	Employer:	Position:
<b>Main Responsibilities:</b>		

*(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 long-term vision aligned to SHC’s mandate of accessible, affordable and climate-resilient housing
- Translates corporate objectives into measurable strategic priorities, business plans and

operational targets.

- Demonstrates strong strategic foresight, including awareness of housing trends, public finance reforms, climate resilience requirements and socio-economic conditions.
- Identifies emerging risks and opportunities (financial, legislative, environmental, social) and positions SHC proactively.
- Leads major institutional reforms, including implementation of IFRS 9 and forward-looking risk management frameworks.
- Builds high-performing executive and management teams aligned to strategic outcomes.
- Establishes governance systems that promote transparency, accountability and performance excellence.
- Ensures sustainability of the Corporation through long-term financial, asset and infrastructure planning.

## **2. *Financial and Commercial Acumen (Essential):***

- Demonstrates strong knowledge of financial management, loan portfolio management and credit risk assessment.
- Oversees implementation of IFRS 9 Expected Credit Loss methodology and forward-looking provisions frameworks
- Ensures robust internal controls, compliance with accounting standards and audit assurance requirements.
- Leads development of financially viable housing portfolio business plans.
- Secures and administers resources (human, financial, capital and donor funds) in a manner that upholds public trust.
- Develops innovative financing mechanisms, including Public-Private Partnerships (PPPs) and loan guarantee schemes (e.g., SME guarantees).
- Strengthens the Corporation's revenue streams while maintaining its social mandate.
- Demonstrates ability to assess commercial viability of capital development projects
- Ensures prudent asset management and long-term return on investment.

## **3. *Policy, Legislative and Governance Capability (Essential):***

- Provides strategic leadership in legislative review and reform e.g. Housing Corporation Act

Review.

- Demonstrates strong understanding of public sector governance, statutory bodies and regulatory compliance.
- Engages effectively with Government, Ministers, Board, and key stakeholders to advance policy reforms.
- Ensures alignment with national development priorities, building codes and climate strategies.
- Promotes ethical leadership and compliance with OSH standards and National Building Code requirements.
- Strengthens institutional governance frameworks and board reporting mechanisms.

#### ***4. Housing Sector and Development***

- Demonstrates strong understanding of housing finance, social housing models and rental house portfolio management
  - Leads development and upgrading of government leasehold housing stock.
  - Integrates climate-resilient and green infrastructure principles into housing development.
  - Promotes renewable energy and energy efficiency within housing projects.
  - Oversees feasibility studies, infrastructure planning and capital works development.
  - Ensures housing solutions meet safety, accessibility and inclusive design standards.
- Applies sustainable design principles to reduce environmental impact and long-term operating costs

#### ***5. Stakeholder Relationship Management (Essential):***

- Builds and maintains strong relationships with Government ministries, donors, financial institutions and development partners.
- Negotiates effectively with commercial partners, funding agencies and guarantee scheme partners.
- Demonstrates strong inter-agency collaboration skills.
- Represents SHC credibly in high-level national and international forums.
- Communicates complex financial, legislative and strategic issues clearly to diverse audiences.
- Builds trust with communities, staff, SHC Board and external stakeholders.
- Encourages open consultation and evidence-based discussions on policy matters.

**6. *Organizational Leadership and People Management (Essential) :***

- Builds and sustains a high-performance culture grounded in accountability and service excellence.
- Demonstrates strong planning, prioritization and organizational capability.
- Develops workforce capability through succession planning, mentoring and performance management.
- Drives employee engagement, morale and recognition systems.
- Values diversity and harnesses individual strengths to achieve organizational objectives.
- Establishes systems for monitoring, evaluation and continuous improvement.  
Uses workforce planning to ensure capability to deliver expanding housing and development initiatives

**7. *Risk Management and Resilience (Essential):***

- Demonstrates strong enterprise risk management capability, including credit, financial, operational and climate risks.
  - Integrates climate adaptation and resilience measures into housing projects.
  - Ensures effective management of unsecured loan exposure and guarantee mechanisms.
- Maintains business continuity planning and long-term asset sustainability

**8. *Delivery and Results Orientation (Essential):***

- Drives achievement of SHC KPIs and measurable outcomes.
- Establishes strong systems for planning, monitoring, evaluation and reporting.
- Ensures timely implementation of strategic projects within approved budgets.

- Promotes a culture of accountability and transparency.  
Makes sound, evidence-based and timely decisions.

### **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.

#### **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

Corporation 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 Corporation 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 Corporation.

### *Experience*

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

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



**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 Housing Corporation. 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.

<b>Signature:</b>		<b>Date:</b>	
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