



APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER OF THE DISTRICT DEVELOPMENT 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

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|------------------------|--|
| Position Title: | Chief Executive Officer |
| Organization: | District Development Authority |
| Salary: | SAT\$124,857.00 per annum. BAND B (CEO SALARY SCALE) |

SECTION 2: Personal Details

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|---------------------------|---------|-----------|
| 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 |
|---------------|---------------------|-------------|----------------|
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SECTION 4: Training History

| Courses relevant to selection criteria only | Institution/Country | Dates |
|---|---------------------|-------|
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SECTION 5: Employment History (*Most recent one first*)

| Date | Employer: | Position: |
|-------------------------------|-----------|-----------|
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| Main Responsibilities: | | |

| Date | Employer: | Position: |
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| | | |
| 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 and Corporate Governance

- Articulates a clear vision of the Authority and district development initiatives inspiring a shared sense of purpose that drives its long-term strategic direction.

- Demonstrates the ability to align district development programs with national priorities and the Pathway for the Development of Samoa (PDS) 2026/27-20230/31.
- Ability Inspire and motivate staff, District Development Councils, and stakeholders to achieve program objectives
- Demonstrates strong knowledge of corporate governance frameworks, including working effectively with Boards and oversight Bodies.
- Demonstrated experience providing strategic leadership to senior management teams and guiding institutional reform
- Strong decision-making and leadership capability in complex institutional environments
- Strengthen governance frameworks and oversight mechanisms for district initiatives.
- Oversee audits and ensure audit findings are addressed effectively.
- Foster a culture of responsibility, integrity, and ethical practice among staff and councils.

2. *Program and Project Development & Management*

- Extensive experience in planning, developing, implementing, and monitoring large-scale development programs and projects across multiple districts.
- Demonstrated experience in ensuring projects and programs are delivered on time, within budget, and according to approved work plans.
- Demonstrated ability to identify, manage, and mitigate risks and challenges in program and project implementation.
- Experience in providing guidance and capacity building to District Development Councils for effective program and project delivery
- Extensive knowledge of national priorities, the Pathway for the Development of Samoa (PDS) 2026/27-2030/31, and sustainability principles in program planning.
- Experience in measuring program and project outcomes to ensure effectiveness and inform future planning.

3. *Financial Management*

- Demonstrates the ability Manage government funding responsibly and transparently.
- Ability to ensure compliance with financial regulations, reporting requirements, and approved expenditure categories.
- Demonstrates the ability to oversee the proper use of Program Grants and office operational funds.
- Ability to support District Development Councils in financial planning and management.
- Implement systems for regular financial monitoring and timely reporting
- Promote accountability and integrity in all financial matters related to the program.

4. *Monitoring and Evaluation*

- Strong ability to design and implement monitoring frameworks for district development initiatives, ensuring alignment with the Pathway for the Development of Samoa (PDS) and national development priorities

5. *Stakeholder Engagement and Collaboration*

- Extensive experience in building strong partnerships with government ministries, development partners, and community stakeholders.
- Demonstrated ability to engage District Development Councils, village councils, and communities in planning, decision-making, a
- Demonstrated experience in resolving conflicts and maintaining productive relationships among diverse stakeholders.
- Ability to ensure inclusive participation of vulnerable groups, including women, youth, persons with disabilities, and other marginalized community members.
- Demonstrated ability to advocate effectively for district development priorities with external stakeholders.

6. *Building Relationship*

- Proven experience managing large teams and complex organizational structures
- Ability to strengthen institutional capacity, operational systems and internal process.
- Experience implementing organizational reforms, change management initiatives, and performance management systems
- Strong ability to build a high-performance organizational culture focused on results and accountability
- Demonstrated experience in human resources development and workforce capacity building

7. *Communication and Advocacy*

- Extensive experience in communicating program goals, progress, and results clearly to diverse audiences.
- Demonstrated ability to present complex information in a way that is understandable and actionable.
- Experience in preparing reports, briefings, and submissions for government, partners, and development agencies.
- Demonstrated experience in promoting the Authority's mission and objectives in public forums, media, and community events.
- Strong ability to communicate effectively in the Fa'asamoa, including engaging with Matai, village councils, and district communities to ensure programs are culturally appropriate, inclusive, and well-understood.

8. *Problem Solving*

- Demonstrated ability to make timely and sound decisions under pressure.
- Ability to analyze complex situations and identify practical solutions.
- Ability to use evidence, data, and community feedback to inform decisions.
- Resolve challenges in program implementation and funding allocation.
- Apply good judgement in ethical, sensitive, and strategic matters

9. *Accountability and Transparency*

- The ability to implement robust reporting systems for program progress, finances, and outcomes.
- Accountability for achieving program objectives and performance targets.
- Ensuring district councils comply with guidelines, policies, and regulations.
- Regularly communicating progress and results to government, partners, and communities.
- Promoting openness in decision-making and ensuring community voices are considered.

10. *Samoan Culture, Local Governance and District Knowledge*

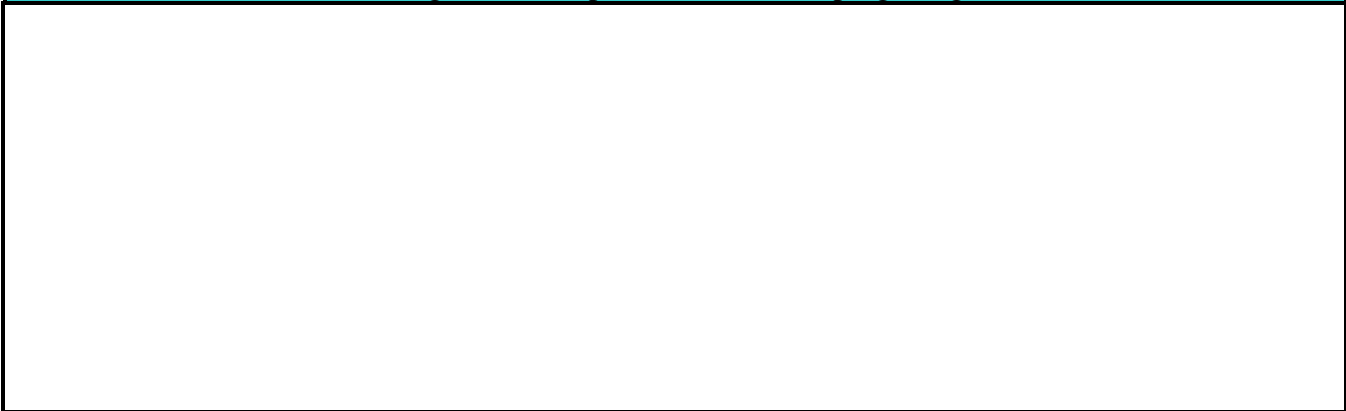
- Extensive knowledge of Samoan culture, traditions, and community structures, ensuring culturally appropriate program design and delivery.
- Demonstrated experience in applying local governance principles to strengthen District Development Councils' planning and management.
- Strong understanding of the social, economic, and environmental context of Samoan districts to guide development initiatives.
- Ability to integrate traditional practices with modern development planning to ensure community ownership and sustainability



Personal Attributes

1. *Integrity / Ethics*

- High ethical standards in managing public funds and prioritizing projects.
- The ability to make impartial decisions free from conflicts of interest.
- Commitment to fairness and accountability in the allocation of resources.
- Respect for confidentiality and sensitive community or organizational information.
- Consistent adherence to government policies, laws, and program guidelines.



2. *Commitment & Personal Drive*

- Takes responsibility and initiates timely action to resolve issues
- Makes tough corporate decisions to achieve desired outcomes
- Accepts accountability for mistakes made in the organization and ensures corrective action is taken
- Demonstrates a strong dedication to achieving visible improvements in community development across all districts.
- Ability to ensure district initiatives are implemented on time and meet program objectives.
- The drive to inspire and motivate District Development Councils and staff to perform at a high level.
- A commitment to inclusive development for all community members, including vulnerable groups.
- Persistence in overcoming challenges related to program implementation, funding, and community engagement.

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3. *Good judgement and visionary mindset*

- The ability to set long-term goals aligned with national priorities (PDS) and the District Development Program.
- Identifying opportunities for innovation, improvement, and sustainable outcomes in district development.
- Making sound, evidence-based decisions that balance community needs, risks, and resources.
- Ensuring climate resilience, environmental sustainability, and long-term benefits are embedded in programs.
- Inspiring staff, councils, and stakeholders to focus on measurable social, economic, and environmental impact.

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Experience

- Proven experience in leadership with a minimum of eight (8) years of service at a senior management level

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Academic Qualifications

- Minimum qualification of a Bachelor's degree from a recognized tertiary institution either in Public Administration, Development Studies, Project Management, Economics, Social Sciences or Governance

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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) | | |

| | | |
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| 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, District Development 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 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 |
|--------------|-------------|-------|-------|
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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.

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| Signature: | | Date: | |
|-------------------|--|--------------|--|