



APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER OF THE SAMOA NATIONAL PROVIDENT FUND

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 National Provident Fund
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.

Skills & Abilities

1. Strategic Leadership and Corporate Governance:

- Articulates a clear vision of the Fund and inspires a sense of shared purpose that drives its long-term strategic direction.
- Demonstrated experience leading large, complex organizations, preferably in the financial, investment or

public sector

- 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
- Ability to ensure organizational operations comply with legislative, regulatory and public accountability requirements.
- Strong decision-making and leadership capability in complex institutional environments.

2. *Financial Management and Investment Strategy:*

- Extensive experience managing large investment portfolios or institutional funds.
- Strong knowledge of investment management, asset diversification, and financial market trends.
- Demonstrated ability to oversee offshore investments and partnerships with international fund managers.
- Experience ensuring strong financial performance, sustainability, and return on investments.
- Ability to interpret and analyze financial statements, investment reports, and risk analysis.
- Knowledge of risk management frameworks and financial governance standards.

3. *Knowledge of Provident Fund and Social systems:*

- Strong understanding of provident fund, pension, or social security systems.
- Knowledge of public financial management and statutory body operations.
- Familiarity with financial sector regulations and compliance requirements.
- Understanding of economic and development priorities in Samoa and the Pacific region.
- Experience working within or closely with public sector institutions or statutory bodies.
- Ability to align organizational strategies with national economic and social development objectives.

Personal Attributes

1. *Integrity & Ethics:*

- Possess appropriate values and belief in what is best for the common good, including respect of the Samoan culture and traditions.
- Personifies values of honesty, integrity, impartiality, trust, 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 National Provident Fund 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 National Provident Fund is ready to respond at all times to small scale incidents and national disasters
- Has the functional and technical knowledge to carry out the CEO'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. Infrastructure and Investment Project Development

- Demonstrated experience leading or overseeing major capital investments or infrastructure projects.
- Strong understanding of feasibility analysis, investment appraisal, and commercial project development.
- Experience managing multi-million-dollar projects including property development or infrastructure initiatives.
- Ability to oversee complex investment ventures and ensure financial viability.
- Experience managing projects involving multiple stakeholders including government and private sector partners.
- Strong capability in ensuring projects are delivered within budget, on schedule, and aligned with strategic objectives

5. *Building Relationships:*

- 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
- Ability to manage resources effectively and improve organizational efficiency and service delivery.

6. *Stakeholder Engagement and Regional Collaboration*

- Demonstrated experience working with government agencies, financial institutions, and development partners.
- Strong ability to develop and maintain strategic partnerships at national and regional levels.
- Experience representing organizations in regional and international financial or development forums.
- Proven ability to engage with Boards, policymakers, and stakeholders on strategic and financial matters.
- Experience negotiating investment partnerships and collaborative agreements.
- Strong communication and relationship management skills

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 National Provident Fund

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 including the following areas, managerial experience in finance & financial analysis, investment portfolio management, banking, accounting or economics as well as in project management, public sector management & policy reforms, and relationship building.

Academic Qualifications

1. Educational Qualification is essential.

- Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management and Public or Business Administration

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, Samoa National Provident Fund 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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