



## APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER, SAMOA INTERNATIONAL FINANCE 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 International Finance Authority                    |
| Salary:         | (CEO GRADE B: SAT \$124,857.00 – \$131,722.00) 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 Authority and inspires a sense of shared purpose that drives its long-term strategic direction.
- 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 complies with international standards legislative, regulatory and public accountability requirements.
- Strong decision-making and leadership capability in complex institutional environments
- Understanding of Offshore financial structures including IBCs, trust and corporate service providers

## **2. *International finance, Regulatory & Financial Management:***

- Extensive experience in regulatory oversight and commercial investment
- Deep understanding of the FATF 40 Recommendations and OECD tax transparency standards
- Proficiency in International Financial reporting Standards (IFRS) and public sector financial management
- Demonstrated experience leading large, complex organizations, preferably in international financial services
- Strong working knowledge of offshore financial structures
- Proven understanding of regulatory standards including AML/CFT and transparency requirements
- Demonstrated experience in financial management, including budgeting, forecasting, financial reporting and revenue oversight
- Awareness of Global trends and challenges affecting international finance sectors and their financial implications

## **3. *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
- Ability to manage resources effectively and improve organizational efficiency and service delivery

|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>4. Stakeholder engagement and International Collaboration:</b> <ul style="list-style-type: none"> <li>• Demonstrated ability to build and maintain relationships with government, private sector and international stakeholders</li> <li>• Strong communication, negotiation and representation skills in both local and international contexts</li> <li>• Ability to represent the organization credibly at regional and global forums</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>5. Delivers/ achieves results/outcomes:</b> <ul style="list-style-type: none"> <li>• Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>• Drives an efficient and effective system of planning, progress reporting, monitoring and evaluating of results</li> <li>• Stimulate and sustain a culture of accountability and transparency</li> </ul>                                                  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Personal Attributes                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Integrity &amp; Ethics (Essential):</b> <ul style="list-style-type: none"> <li>• Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture &amp; traditions.</li> <li>• Personifies values of honesty, integrity, impartiality, transparency accountability</li> <li>• Demonstrate self-awareness and commitment to personal development.</li> <li>• Serves the Government of the day irrespective of personal preferences</li> </ul> |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |

**2. *Commitment and Personal Drive (Essential):***

- 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

**3. *Judgment/ Intelligence / Commonsense (Essential):***

- Analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions
- 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 & Innovation (Essential):***

- 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 Authority.

## Experience

### 5. *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 international finance systems.
  - Strong financial ability and investment management experience.
- An in-depth knowledge and understanding of the Samoa International Finance Authority principal and amended legislations

## Qualifications

### 6. *Educational Qualification is essential.*

- Minimum qualification of a Bachelor degree from a recognized tertiary institution in Law and/or Commerce or other related 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

**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 Chairperson, Board of Directors, Samoa International Finance Authority. This information will be kept confidential and only be seen by the Chair and the Assessment Committee. |     |    |

## 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 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: