



APPLICATION FORM FOR CHIEF EXECUTIVE OFFICER, SAMOA AIRWAYS

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 Airways
Salary:	The salary package is negotiable based on knowledge, skills and attributes and is comparable to the South Pacific Airline context. For further information, please contact the Chairman of the Samoa Airways Board of Directors.

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 <i>(Essential)</i>: • Ability to translate national policy and Taskforce - Board direction into practical strategies. • Long-term planning and disciplined execution. • Capacity to manage complex transitions and organizational change.

2. Aviation and Operational Judgment (Essential):

- Strong understanding of aviation safety, operational discipline, and regulatory compliance.
- Ability to balance commercial priorities with safety requirements.
- Sound decision-making under operational pressure.

3. Financial and Commercial Acumen (Essential):

- Strong budgeting, financial oversight, and cost-control capability.
- Ability to evaluate investment proposals, fleet decisions, and route viability.
- Understanding of airline revenue drivers and commercial partnerships.

4. Change Management and Organisational Development (Essential):

- Ability to lead organizational restructuring and workforce transition.
- Skill in building a performance-driven culture.
- Experience in managing resistance and maintaining staff engagement during change.

5. *People Leadership (Essential)*

- Ability to build and lead high-performing executive teams.
- Talent development and succession planning capability.
- Strong communication and staff engagement skills.

6. *Governance and Accountability*

- Strong understanding of corporate governance and Board reporting requirements
- High personal integrity and ethical leadership
- Ability to operate effectively within a Government-owned enterprise environment.

7. *Stakeholder Management and Communication*

- Strong interpersonal and negotiation skills.
- Ability to engage with Government, regulators, partners, and the public.
- Confidence in representing the airline nationally and regionally.

8. *Risk Awareness and Decision-making*

- Ability to identify operational, financial, and reputational risks early.
- Evidence-based decision-making.
- Balanced and prudent judgement.

Personal Attributes

1. *Integrity & Ethics (Essential):*

- Possess appropriate values and belief 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.
- Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.

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

- Takes responsibility and initiates timely action to resolve issues.
- Is prepared to make tough corporate decisions to achieve desired outcomes.
- Accept accountability for mistakes made in the Organisation and ensures corrective action is taken.

3. *Intellect and Judgment (Essential):*

- Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Organisation 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 Authority 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 & Innovation (Essential):

- 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.

Experience

5. Experience and Past Work Performance

Essential

- Proven experience in leadership at a minimum of eight (8) years at a senior management level.
- Significant senior executive experience in aviation or a closely related highly regulated industry.
- Demonstrated experience leading organisational restructuring, or financial restructuring.
- Strong understanding of airline economics, aviation safety frameworks, operational requirements and regulatory compliance.
- Demonstrated experience in strategic planning, financial management, commercial decision-making and organisational performance.
- Proven ability to operate effectively within complex stakeholder environments, including Government, regulators, Boards, employees, commercial partners and other external stakeholders.
- Demonstrated experience leading multidisciplinary teams and managing organisational change.
- Proven ability to make sound strategic and commercial decisions in complex and high-pressure environments.

Desirable

- Experience developing or operating in small, remote or island aviation markets.
- Experience within a State-Owned Enterprise (SOE), Government-owned enterprise or public-sector commercial organisation.
- Demonstrated experience with international airline or jet operations.
- Experience in airline start-up, relaunch, turnaround, restructuring or major transformation programmes.
- Experience in fleet acquisition, aircraft leasing, route development or international market expansion.
- Experience developing and implementing commercial partnerships, codeshare, interline or other airline partnership arrangements.
- Experience engaging with international aviation regulators, aircraft lessors, OEMs and other aviation industry stakeholders.
- Demonstrated experience leading an organisation through significant operational, financial or

strategic transition.

Qualifications

6. Educational Qualification

Essential

- Tertiary qualification in Business, Finance, Aviation Management, Economics, Commerce, or a related discipline.
- Relevant professional or technical qualifications applicable to aviation, management, finance, or a closely related regulated industry.

Desirable

- Postgraduate qualification in Business Administration, Aviation Management, Finance, Strategic Management, or a related discipline.
- Relevant aviation, airline operations, safety, regulatory, financial or executive management qualifications.
- Formal executive leadership, corporate governance, change management or strategic management training.

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 Airways. 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 Titles) outside work environment.		
If YES, list here:		

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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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