APPLICATION FORM FOR CHIEF OPERATING 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 Operating Officer
Organization:	Samoa Airways
Salary:	The salary package is negotiable based on knowledge, skills and attributes.

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. **Management Competencies *(Essential):*** • Executive Leadership – Provides clear and credible executive leadership across complex operational and technical functions. • Strategic and Operational Thinking – Aligns long-term airline objectives with operational and technical execution. • Decision-Making and Judgement – Makes sound, timely, and well-informed decisions in complex and high-pressure environments.

- People Leadership and Performance Management – Leads managers effectively, drives accountability, and builds operational leadership capability.
- Communication and Influence – Communicates clearly, confidently, and effectively across internal and external stakeholders.
- Stakeholder and Regulatory Management – Builds strong and professional relationships with regulators, partners, and aviation stakeholders.
- Risk, Safety and Compliance Leadership – Ensures safety, compliance, and operational assurance remain central to all decision-making.
- Change and Transformation Leadership – Leads complex operational change and supports successful implementation of the airline's relaunch agenda.
- Planning, Coordination and Delivery – Integrates multiple workstreams and functions to achieve operational readiness and delivery.
- Results Orientation – Maintains strong focus on execution, performance, and measurable operational outcomes.

2. ***Knowledge (Essential):***
   - Strong knowledge of airline operational systems and technical operating environments.
   - Deep understanding of aviation regulatory, safety, and compliance obligations.
   - Knowledge of flight operations, ground operations, engineering, maintenance, and airworthiness principles.
   - Understanding of aviation security, training systems, operational control, and risk management.
   - Knowledge of airline performance, operational planning, and service delivery requirements.

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 Operating 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

- Minimum of 10–15 years' senior aviation experience, including significant leadership responsibility across airline operations or technical functions.
- Demonstrated experience in airline operations, flight operations, engineering, maintenance, safety, compliance, or related technical environments.
- Proven experience in leading multidisciplinary technical and operational teams in a regulated aviation environment.
- Experience in airline startup, relaunch, restructuring, or expansion environments is highly desirable.
- Experience engaging with aviation regulators, technical providers, and operational stakeholders is essential.

Qualifications

6. Educational Qualification

- Bachelor's degree in Aviation Management, Airline Operations, Engineering, Transport, Business, or related field is required.

- Postgraduate qualification in Aviation Management, Business Administration, Safety, Engineering, or related discipline is highly desirable.
- Relevant aviation operational, engineering, safety, or management qualifications are highly desirable.
- Formal executive leadership or management development training is advantageous.

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 Chairman, 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 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:**	