# APPLICATION FORM FOR THE CHIEF EXECUTIVE OFFICER, SAMOA EXPORT 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 Export Authority |
| **Salary:** | (CEO BAND D: SAT $120,213.00 – $124,857.00) 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 |
|---|---|---|---|
| | | | |
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## 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 Thinking*:*** <br>• Articulates a clear vision of the SEA inspires a sense of shared purpose and direction and drives the SEA's vision and long-term direction. <br>• Ability to use official trade data and market intelligence to identify opportunities to increase exports and improve competitiveness. |

- Ability to recognize opportunities that the SEA can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the SEA's vision and goals.
- Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms.
- Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions.
- Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.
- Focuses on understanding different markets demands, standards and requirements
- Contextualize knowledge and understanding to facilitate customers and other stakeholders needs
- Able to recognize, analyze and solve challenging situation and issues

***2. Building Relationship:***

- Nurtures internal and external relationship
- Values individual's differences, strengths and potential and harness these to achieve the SEA's goal
- Develops guides and monitors employees.
- Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.
- Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
- Excellent Communication skills in English and Samoan languages, sound knowledge in the Samoan culture (Fa'aSamoa) and especially high level in negotiation skills with the cultural setting in villages

***3. Delivers / achieves results / outcomes :***

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.
- Stimulate / create a culture of accountability and transparency.
- Uses workforce planning to develop and maintain the capability to deliver services effectively.

4. ***Management:***
   - Invest time in managing and developing people as well as building positive staff morale
   - Integrate plans into a transparent management framework to fulfill obligations of management accountabilities
   - Manage projects across sector and multiple agencies and keeps stakeholders informed
   - Effectively delegates appropriate responsibility, accountability & decision making authority.
   - Monitors progress against milestones and deadlines.
   - Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.
   - Drive strategies to achieve operational efficiencies and value for money.
   - Provide oversight for financial resources and assets and account for their use.

5. ***Emotional Intelligence Leadership Skills:***
   - Empathy and emotional intelligence having the ability to communicate and relate effectively with people
   - Has the ability to manage one's own emotions and leverages relationships for employees perform better and feel better at work and organization excel
   - Demonstrates analytical, conceptual and innovativeness in dealing with complexity.
   - Demonstrates strategic foresight and proficiency of market dynamics
   - Ability and confidence to effectively lead and navigate an organizations sustainably
   - Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment.
   - Able to lead a meaningful process of change in a purposeful manner.
   - Ability to manage politics, take risks, be innovative and deal with complexity.
   - Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions.
   - Drives and sustains a performance culture both internally (agency level) and externally.

| Personal Attributes |
| --- |
| ***1. Integrity & Ethics:***<br>• Is widely trusted and is seen as a direct, trustworthy and courageous individual.<br>• Personifies values of honesty, integrity, impartiality, transparency accountability, inclusiveness and participatory.<br>• Advice without fear or favour, is ethical and professional<br>• Able to bring to out the best in people by communicating well, setting clear, stretching objectives, and allocating workload effectively.<br>• Demonstrate self-awareness and commitment to personal development.<br>• Serves the Government of the day irrespective of personal preferences |
| |
| ***2. Commitment and Personal Drive:***<br>• Open to unfamiliar, ready to experiment, and quick to learn<br>• Able to make decisions quickly when necessary<br>• Receptive and willing to embrace new techniques and approaches to improve status quo<br>• Pursue an objective with energy, overcome obstacles, and achieve results.<br>• Is prepared to make tough corporate decisions to achieve desired outcomes.<br>• Accepts accountability for mistakes made in the organization and ensures corrective action is taken. |
| |
| ***3. Intellect & Judgment:***<br>• Self-aware – keen to invite feedback and learn from mistakes, open to discuss development's needs, and not defensive<br>• Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions.<br>• Strong accountability quality and turns criticisms and /or negative outcomes to positive opportunities |

- 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. Creativity & Innovation (Essential):***

- Consistently generates and employs original ideas, tackling both simple and complex problems.
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
- Ensuring 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 sector in the following areas:

- ✓ Export/trade facilitation and development
- ✓ Leading diverse group of people with diverse needs-producers, farmers/exporters, business people and government employees
- ✓ Strong Skills in strategic planning, stakeholder engagement, performance management.

**Qualifications**

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|---|
| ***6. Educational Qualification is essential.***<br>✓ A relevant tertiary academic record preferably with a post-graduate degree in economics/commerce (marketing and statistics), international relations with emphasis on trade and export negotiation, and other sciences.<br>✓ Specialized trainings related to the position is essential. |
| |

## 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 Export 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 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.**

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