APPLICATION FORM FOR THE COMMISSIONER, SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY (SFESA)

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:	Commissioner
Organization:	Samoa Fire and Emergency Services Authority
Salary:	(CEO BAND D: 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 Thinking*:*** • Demonstrated ability to develop and implement strategic plans aligned with the Samoa Fire and Emergency Services Authority's (SFESA) mandate, national development priorities, and government policies. • Proven ability to anticipate emerging risks, assess future challenges, and establish strategic priorities for fire prevention, emergency response, disaster preparedness, and community safety.

- Ability to provide high-level strategic advice to the Board, responsible Minister, and relevant stakeholders on policy direction, legislative requirements, and organizational development.
- Demonstrated competence in long-term planning for financial resources, workforce capability, infrastructure, equipment, and technology to ensure organizational sustainability.
- Proven ability to lead organizational change, drive innovation, and strengthen institutional capacity to respond to evolving community and emergency management needs.
- Ability to establish strategic performance measures, evaluate organizational effectiveness, and align resources and initiatives with measurable outcomes and national priorities

2. ***Building Relationship:***
   - Demonstrated ability to establish and maintain effective working relationships with the Board, responsible Minister, government ministries, emergency services, and key stakeholders.
   - Proven ability to build strategic partnerships across government, the private sector, regional organizations, and communities to strengthen fire safety and emergency management outcomes.
   - Ability to communicate effectively, negotiate constructively, and influence stakeholders to achieve shared objectives and resolve complex issues.
   - Demonstrated commitment to fostering a collaborative, inclusive, and respectful workplace culture that promotes teamwork, trust, staff engagement, and professional accountability.
   - Proven ability to engage with community leaders, businesses, and the public to promote fire prevention awareness, emergency preparedness, and community resilience.
   - Demonstrated ability to manage stakeholder expectations, address competing priorities, and maintain productive relationships during emergencies, organizational change, and periods of heightened public scrutiny.

3. ***Delivers / achieves results / outcomes:***
   - Demonstrated ability to translate strategic objectives into clear operational plans, measurable targets, and achievable outcomes aligned with SFESA's mandate and government priorities.
   - Proven ability to drive organizational performance, monitor progress against key performance indicators, and ensure the timely delivery of agreed priorities and commitments.
   - Demonstrated competence in managing financial, human, and physical resources to achieve results efficiently, responsibly, and with value for public money.

- Ability to identify operational challenges, address performance gaps, and implement practical solutions that improve service quality, emergency response capability, and organizational effectiveness.
- Proven ability to establish a culture of accountability, continuous improvement, and results-based performance across all levels of the Authority.
- Demonstrated commitment to achieving measurable improvements in public safety, fire prevention, emergency preparedness, and response outcomes while maintaining transparency and accountability to the Board, government, and the communities served

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.

Personal Attributes

1. Integrity & Ethics:

- 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

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 Authority 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 Commissioner'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

5.1 Leadership:

- Demonstrated leadership experience with progressively increasing levels of responsibility within the fire service, supported by a minimum of eight (8) years of relevant firefighting experience.
- Proven ability to provide strategic and operational leadership in fire and emergency response services, ensuring effective service delivery and organizational readiness.
- Proven ability to lead critical incident response operations, exercise sound judgment under pressure, and make timely, risk-informed decisions to protect lives, property, and the environment.
- Demonstrated competence in developing, implementing, and monitoring operational procedures, emergency response plans, and fire safety standards in accordance with relevant legislation and organizational policies.
- Proven ability to manage firefighting resources, equipment, and personnel effectively to ensure operational efficiency, safety, and value for public resources.
- Proven ability to coordinate and collaborate with government agencies, emergency services, community stakeholders, and other relevant partners in emergency preparedness, response, and disaster management.
- Demonstrated commitment to occupational health and safety, risk management, personnel welfare, and compliance with established fire and emergency service standards.
- Proven ability to contribute to strategic planning, policy development, organizational performance improvement***, and the long-term strengthening of fire and emergency services.***

5.2 Management:

- Demonstrated experience in managing fire and emergency service administration, ensuring efficient service delivery and alignment with organizational objectives.
- Proven ability to oversee financial management, including budget preparation, expenditure monitoring, and accountability for public funds and organizational assets.
- Demonstrated competence in workforce planning, staff performance management, professional development, and succession planning to support organizational capacity and sustainability.
- Proven ability to develop, implement, and evaluate strategic and operational plans, management systems, and performance frameworks to improve organizational effectiveness.
- Demonstrated experience in organizational risk management, resource planning, and ensuring compliance with relevant legislation, policies, and regulatory requirements.
- Proven ability to provide high-level management advice and recommendations to executive leadership on organizational priorities, resource requirements, policy matters, and service improvement initiatives.

5.3 Technical

- Demonstrated technical expertise in fire prevention, fire suppression, rescue operations, emergency response, and disaster management relevant to the functions and responsibilities of the Samoa Fire and Emergency Services Authority (SFESA).
- Proven ability to oversee the development, implementation, and review of fire safety standards, operational procedures, emergency response plans, and technical guidelines in accordance with applicable legislation and regulatory requirements.
- Demonstrated knowledge of fire investigation, hazard identification, risk assessment, and mitigation strategies to strengthen public safety, protect property, and reduce fire-related risks.
- Proven experience in overseeing the maintenance, operational readiness, and effective utilization of firefighting equipment, emergency response vehicles, specialist tools, and other critical operational assets.
- Demonstrated understanding of emergency management systems, incident command structures, and inter-agency coordination to ensure an effective and integrated response to major incidents and disasters.
- Proven ability to assess technical and operational performance, identify capability gaps, and guide the adoption of appropriate technologies, training standards, and modern firefighting practices to strengthen the Authority's operational capability

Qualifications

6. Educational Qualification is essential.

- Minimum qualification of a Bachelor's degree from an accredited institution in the related area of fire & natural emergencies, fire suppression & emergency services, occupational health and safety.
- Additional specialized training in fire department operations and 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 Chairperson, Board of Directors, Samoa Fire and Emergency Services. 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

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:**	