APPLICATION FORM FOR GENERAL MANAGER, SAMOA LIFE ASSURANCE CORPORATION

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:	General Manager
Organization:	Samoa Life Assurance Corporation
Salary:	(CEO BAND C: SAT $122,628.00 – $127,105.00) 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: ▪ Demonstrates the ability to develop, communicate and drive a clear strategic direction for the Corporation, ensuring alignment with its vision, mandate and long term objectives. ▪ Ability to recognize opportunities, emerging trends and potential challenges and develops innovative solutions and partnerships to strengthen the Corporations sustainability and growth. . ▪ Demonstrates sound strategic judgement and decision-making, translating corporate strategies into practical plans, policies and actions that deliver measurable results. ▪ Provides strong leadership in building capable teams, strengthening organizational system and promoting a culture of performance.

- Applies sound business management, governance and financial management principles when making strategic decisions, while encouraging feedback, evaluating organisational performance and taking responsibility for outcomes.
- Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Corporations goals.

2. Financial and Commercial Acumen:

- Demonstrates a strong understanding of financial management, including budgeting, cash flow management and financial performance.
- Ability to interpret and analyse financial information to support strategic decision-making.
- Demonstrates the ability to identify opportunities to increase revenue, manage operational costs and improve the Corporation's financial sustainability.
- Demonstrates sound knowledge of investment and lending principles, including the ability to assess and balance financial returns, associated risks and the long-term interests of the Corporation and its policyholders.
- Understands property valuation, credit risk and debt recovery processes in managing residential and land loan portfolios.
- Ability to oversee and evaluate Whole of Life, Endowment and Term insurance products, ensuring premium structures appropriately reflect individual risk profiles.

3. Governance, Risk & Compliance

- Demonstrates sound understanding of corporate governance, risk management and internal controls and their application in the effective management of the Corporation.
- Demonstrates the ability to identify, assess and manage strategic, financial, operational and

compliance risks and implement appropriate measures to minimize the impact on the Corporation.

- Ensures effective systems and controls are in place to safeguard the Corporation's assets, resources and reputation.
- Promotes a culture of accountability, transparency and compliance with legislation, policies and approved procedure
- Provides the Board with timely and accurate information on significant risks, compliance matters and recommended actions

4. Building Relationships:

- Builds and maintains effective relationships with the Board, employees, Government agencies, regulators, policyholders, business partners and other key stakeholders.
- Values individual's differences, strengths and potential and harness these to achieve the Corporation'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 Corporation's strategic direction clearly and confidently to internal and external stakeholders. .
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
- Effectively manages conflicts particularly with external clients

5. Delivers / achieves results / outcomes):

- Drives a culture of achievement and commitment to achieving organizational 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.

6. Management:

- Invest time in managing, supporting and developing employees building positive staff morale and a productive working environment.
- Integrate plans into a transparent management framework to fulfill obligations of management accountabilities
- Effectively delegates appropriate responsibility, accountability & decision making authority.
- Monitors and evaluates progress against agreed milestones and deadlines ensuring timely completion of organisational objectives.
- Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.
- Drives operational efficiency and value for money through effective use of financial resources and assets, ensuring proper oversight and accountability for their use.

7. Leadership:

- Demonstrates the ability and confidence to effectively lead the Corporation towards achieving its strategic objectives.
- Able to plan and execute a vision based on current and future possibilities and inspire teams to

adapt and thrive in a changing environment.

- Leads and manages organisational change in a purposeful and constructive manner, ensuring employees understand and support the changes required to achieve the Corporation's objectives. Ability to manage politics, takes risks, be innovative and deal with complexity.
- Demonstrates resourcefulness, resilience, initiative and adaptability, with the ability to develop innovative solutions, solve problems and make effective decisions.
- Drives and sustains a high performance culture both internally (agency level) and externally.

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

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.
   - Accepts accountability for mistakes made in the organization and ensures corrective action is taken.

3. Intellect & Judgment:

- Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Corporation and apply appropriate and cost-effective solutions.
- Is aware of new and emerging
- Has the functional and technical knowledge to carry out the General Manager'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 and Innovation:

- 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.
- 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 Corporation

Experience

4. Experience and Past Work Performance

- Proven experience in senior management and leadership roles with a minimum of eight (8) years of services in the fields of Finance, Governance or Senior Management and Leadership Roles.

Qualifications
5. Educational Qualification is essential. ▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Business Management/Policy Advice/Finance/ Accounting 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 Life Assurance Corporation. 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:**	