



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> MFAT	<i>Section</i> CORPORATE SERVICE	<i>Location</i> MATAAFA FIAME FAUMINA MULINUU II BUIL	
<i>Position Code</i> FT002098	<i>Title</i> Senior Accounts and Administration Officer	<i>Salary Grade</i> A12	<i>Salary Rate</i> \$25,070 – \$27,230

Section 2: Personal Details

<i>Full Name</i>	<i>Gender</i>
<i>Mailing Address</i>	<i>Contact Phone No.</i>
<i>Contact Address</i>	<i>Date of Birth (Day / Month / Year)</i>

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Date Finished
Any previous qualification(s)				

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Date	Duration (in days)

Section 5: Employment History

Current / Most recent Position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

- 1. indicate aspects of their work experience which indicate their ability to satisfy each criterion;**
- 2. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and**
- 3. supply supporting documentation should they be called for short-listed interviews.**

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

Selection Criteria
1. Bachelor's degree in Accounting, Commerce, Administration, Business OR Diploma with 5 years experience (ESSENTIAL)
2. At least three years experience in administration and/or accounts. (ESSENTIAL)
3. Very good knowledge of policies, procedures and legislation governing public financial management and human resources (i.e. PFMA, PSC Act and related instructions and regulations). (ESSENTIAL)
4. Experience in preparing and analyzing reports using Finance One, Excel and other IT Tools. (ESSENTIAL)
5. Excellent written and oral communication skills in English and Samoan. (ESSENTIAL)

6. Demonstrated leadership / supervisory skills and ability to work without supervision and exercise initiative in resolving problems. (ESSENTIAL)
7. Good knowledge of the government accounting system (Finance One). (DESIREABLE)
8. Good knowledge of PSC Recruitment and Selection Manual and some understanding of HRM systems (RnS and People One) (DESIREABLE)
9.
10.

Section 7: Computer Literacy

Indicate competency level for each system

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

<i>Main Systems</i>		<i>Other Systems</i>	
<i>Word processing (Word)</i>		<i>Other Systems</i>	
<i>Spreadsheets (Excel)</i>		<i>Database Management (Access)</i>	
<i>Presentation PowerPoint</i>		<i>Other (specify)</i>	
<i>E-mail</i>		<i>Other (specify)</i>	

Section 8: Knowledge of Languages

<i>For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills</i>	Indicate your mother tongue by ticking a box below	Speak	Read	Write
CODE 1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read/write more difficult material 3. Speak, read and write (nearly) as well as mother tongue.	<i>Samoan</i>			
	<i>English</i>			
	<i>Other (specify)</i>			

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)

No	Yes
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IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

1.
2.
3.

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Department to which you are applying? (Please TICK the appropriate box)

No	Yes
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If YES, please provide name(s) of your relation(s) and state nature of relationship

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Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

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Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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