



Please address all correspondence
To The Electoral Commissioner



OFFICE OF THE ELECTORAL COMMISSION
FOR THE PEOPLE OF SAMOA TO EMBRACE AND PARTICIPATE IN FREE, FAIR AND INCLUSIVE ELECTIONS



685-24309

685-25967/24538

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www.oec.gov.ws

helpdesk@oec.gov.ws

APPLICATION FORM – FORM 2

Section 1: Position Details

<i>Position Code:</i> EV000039	<i>Position Title:</i> ASSISTANT ELECTORAL COMMISSIONER – VOTER EDUCATION & REGISTRATION SERVICES	<i>Supervisor Position Code:</i> EV000001
<i>Division:</i> REGISTRATION SERVICES		<i>Location:</i> 30 Mulinuu Road
<i>Salary:</i> \$94,624 per annum		

Section 2: Personal Details

<i>First Name:</i>	<i>Other Names:</i>	<i>Last Name:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address 1:</i>	<i>Physical Address 2:</i>
<i>Phone No (1):</i>	<i>Phone No (2):</i>	<i>Email:</i>

Section 3: Education Details

<i>Most recent qualification</i>	<i>Areas of Study</i>	<i>Institution Attended</i>	<i>Year Graduated</i>

Section 4: Training History

<i>Training relevant to Selection Criteria ONLY</i>	<i>Institution / Country</i>	<i>Dates</i>

Section 5: Employment History

Current / Most recent position

<i>Employer:</i>	<i>Date:</i>
<i>Position Title:</i>	<i>Duration:</i>
<i>Main Responsibilities:</i>	

Next previous position

<i>Employer:</i>	<i>Date:</i>
<i>Position Title:</i>	<i>Duration:</i>
<i>Main Responsibilities:</i>	

Next previous position

<i>Employer:</i>	<i>Date:</i>
<i>Position Title:</i>	<i>Duration:</i>
<i>Main Responsibilities:</i>	

Section 6: Selection Criteria

It is the Applicant's responsibility to:

1. Indicate aspects of work experience which indicate your ability to satisfy each Merit Factor;
2. Complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. **Attached all supporting documentation to this Application Form.**

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.

MERIT FACTORS / JOB COMPETENCIES (refer to JD for details)

1. Skills and Abilities (Essential)

Strategic Thinking:

Building and Sustaining Relationships:

Deliver/Achieves Results:

Leadership:

Management:

2. Personal Attributes (Essential)

Integrity and Honesty:

Commitment/Personal Drive:

<i>Intellect and Judgment:</i>
<i>Creative and Innovation:</i>
3. Experience and Past Work Performance (Essential)
<i>7 years of relevant experience</i>
4. Qualifications (Essential)
<i>A minimum qualification of A Bachelor Degree in Management, Public Sociology or relevant discipline.</i>

Section 7: Computer Literacy

Indicate competency level for each application.

Competency Level Code: 1 = No knowledge, 2 = Basic Knowledge, 3 = Good working Knowledge; 4 = strong/advanced capabilities

<u>Main Applications</u>	<u>Code</u>	<u>Other Systems</u>	<u>Code</u>
<i>Ms Word</i>		<i>Email</i>	
<i>Ms Excel</i>		<i>Internet</i>	
<i>Ms Powerpoint</i>		<i>Other (specify)</i>	
<i>Ms Access</i>		<i>Other (specify)</i>	

Section 8: Knowledge of Languages

Indicate your competency for each language using the competency code		Speak	Read	Write
Competency Code: 1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult materials 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

Police Report issued within 12 months **MUST** be provided

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three (3) referees.

Referee's Name	Designation	Address / Contact numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Please **TICK** the appropriate box

<i>Do you have a close relation (family ties) to an individual(s) currently employed in the Office of the Electoral Commission? If YES, please provide name(s) of your relation(s) and state nature of your relationship in the space provided below.</i>	No	Yes

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 Office of the Electoral Commission to undertake any necessary checks to confirm the information provided by me.

Signature:	Date:
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