



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 www.facebook.com/oecsamoa www.oec.gov.ws helpdesk@oec.gov.ws

APPLICATION FORM

Section 1: Position Details

<i>Position Code</i> EV000034	<i>Title</i> HR & ADMINISTRATION OFFICER	<i>Supervisor Position Code</i> EV000005
<i>Division</i> CORPORATE SERVICES DIVISION		<i>Location</i> 30 MULINUU ROAD
<i>Salary Grade</i> A9/A11	<i>Salary Rate</i> \$24,610 p.a.	

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</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>Major Area of Study</i>	<i>Institution Attended</i>	<i>Date started</i>	<i>Year Graduated</i>

Section 4: Training History

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

Section 5: Employment History

Current / Most recent Position

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

Section 6: Selection Criteria

Based on the analysis of the duties of this position as determined by the Divisional Head, set out below are the criteria that will be used in assessing the suitability of each Applicant to the position. **Please address each selection criteria on a separate sheet and attach to this Application 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 Section in a true and accurate way (failure to do so will disqualify the Applicant); and
3. Attach all supporting documentation to the Application Form.

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

<i>1. Skills and Abilities</i>	<ul style="list-style-type: none"> - <i>Communication Skills</i> - <i>Analytical Skills</i> - <i>Computer Skills</i> - <i>Organizational and Time Management Skills</i> - <i>Report writing Skills</i>
<i>2. Personal Attributes</i>	<ul style="list-style-type: none"> - <i>Honesty</i> - <i>Impartiality</i> - <i>Service</i>

	<ul style="list-style-type: none"> - <i>Respect</i> - <i>Transparency</i> - <i>Accountability</i> - <i>Efficiency & Effectiveness</i> - <i>Commitment & Result-driven</i>
3. <i>Experience and Past work performance</i>	- <i>Relevant 3 years of working experience in Human Resources and Administration Functions</i>
4. <i>Qualifications</i>	- <i>A minimum qualification of a Bachelor in Human Resources or Management or relevant field.</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

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

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills.

1. <i>Limited conversation, reading of newspapers, routine correspondence</i> 2. <i>Engage freely in discussions, read write more difficult materials</i> 3. <i>Speak, read and write (nearly) as well as mother tongue</i>	Indicate your mother tongue language by ticking a box below	Speak	Read	Write
		<i>Samoan</i>		
	<i>English</i>			
	<i>Other (specify)</i>			

Section 9: Discipline Records Check

POLICE REPORT must be provided and should be valid within 12 months	
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Section 10: Declaration of Referees

Please provide written reference from previous Employer(s) and nominated personnel to support your application.

Furthermore, please list down three referees with contact details.

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

Section 11: Declaration of Close Relations

Please TICK the appropriate box

Do you have a close relation (family ties) to an individual(s) currently employed anywhere 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</i>	<i>Yes</i>

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.

<i>Signature:</i>	<i>Date:</i>
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