



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> EV000048	<i>Position Title</i> SENIOR ELECTORAL OFFICER	<i>Supervisor Position Code</i> EV000030
<i>Division:</i> ELECTORAL OPERATION DIVISION		<i>Location</i> DBS, LEVEL 3
<i>Salary Grade</i> A12		<i>Salary Level;</i> \$30,636 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 an analysis of the duties of this position as determined by the Divisional Head responsible, 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 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 relevant supporting documents.

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

<i>1. Skills and Abilities (Essential)</i>	<ul style="list-style-type: none"> - <i>Analytical Skills</i> - <i>Computer Skills</i> - <i>Organizational & Planning Skills</i> - <i>Leadership Skills</i> - <i>Communication & Interpersonal Skills</i>
<i>2. Personal Attributes (Essential)</i>	<ul style="list-style-type: none"> - <i>Honesty;</i> - <i>Impartiality;</i> - <i>Service;</i> - <i>Respect;</i>

	<ul style="list-style-type: none"> - <i>Transparency;</i> - <i>Accountability; and</i> - <i>Commitment & Result Driven</i>
3. <i>Experience and Past work performance (Essential)</i>	- <i>3 years of relevant experience</i>
4. <i>Qualifications (Essential)</i>	<ul style="list-style-type: none"> - <i>A minimum qualification of a Bachelor Degree in Art and/or a relevant field;</i> - <i>Certificate/Evidence from previous trainings.</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>Word processing (Word)</i>		<i>Database Management (Access)</i>	
<i>Spreadsheets (Excel)</i>		<i>Other (specify) refer to JD</i>	
<i>Presentation Power Point</i>		<i>Other (specify) refer to JD</i>	
<i>E-mail</i>		<i>Other (specify) refer to JD</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.

	Indicate your mother tongue language by ticking a box below		Speak	Read	Write
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>	<i>Samoan</i>				
	<i>English</i>				
	<i>Other (specify)</i>				

Section 9: Discipline Records Check

Please TICK the appropriate box

<i>Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? 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.</i>	No <input type="checkbox"/>	Yes <input type="checkbox"/>
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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 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>	<i>No</i>	<i>Yes</i>
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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 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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