



OFISA O LE KOMISI O FAIGA PALOTA

OFFICE OF THE ELECTORAL COMMISSION

"O lau palota, o lou leo | Your vote, is your voice"

Please address all correspondence
to the Electoral Commissioner

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APPLICATION FORM – FORM 2

Section 1: Position Details

Position Code: EV000003	Position Title: EXECUTIVE ASSISTANT	Supervisor Position Code: EV000001
Division: ELECTORAL COMMISSIONER'S PORTFOLIO		Location: 30 Mulinuu Road
Salary: \$\$34,438.00 – \$52,063.00 per annum		

Section 2: Personal Details

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

Section 3: Education Details

Most recent qualification	Areas of Study	Institution Attended	Year Graduated

Section 4: Training History

Training relevant to Selection Criteria ONLY	Institution / Country	Dates

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. Specify aspects of work experience that indicate your ability to satisfy each Merit Factor.
2. Complete this information in a true and accurate manner (failure to do so will disqualify the Applicant); and
3. **Attach 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)

Organisational & Planning Skills

Communication and Interpersonal Skills

Time Management Skills

Computer Skills

Leadership

2. Personal Attributes (Essential)

Commitment & Personal Driver

Integrity
Teamwork
Values
3. Experience and Past Work Performance (Essential)
At least four (4) years of work experience in secretarial role or office administration
4. Qualifications (Essential)
Minimum qualification of a Bachelor's Degree in Management or Business Administration
Attended trainings relevant to the position

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:	<i>Samoan</i>			
1. <i>Limited conversation, reading of newspapers, routine correspondence</i>	<i>English</i>			
2. <i>Engage freely in discussions, read write more difficult materials</i>	<i>Other (specify)</i>			
3. <i>Speak, read and write (nearly) as well as mother tongue</i>				

Section 9: Discipline Records Check

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

Section 10: Written References

1. Please note that it is a **MUST** to provide 3 written references from previous Employer(s) and/or nominated personnel to support your application.
2. References should be in 12 months validity.

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>	<input type="checkbox"/> No	<input checked="" type="checkbox"/> 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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