



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

30 Mulinuu Road
 P.O Box: 219 APIA
 (685) 8424538 | 8428830 | 8425967
 helpdesk@oec.gov.ws
 www.facebook.com/oecsamoa
 www.oec.gov.ws

APPLICATION FORM – FORM 2

Section 1: Personal Details

<i>Position Code:</i> EV000002	<i>Position Title:</i> ASSISTANT ELECTORAL COMMISSIONER – CORPORATE SERVICES	<i>Supervisor Position Code:</i> EV000001
<i>Division:</i> CORPORATE SERVICES DIVISION		<i>Location:</i> Main Office – Mulinu'u
<i>Salary Grade:</i> ACEO Level		<i>Salary Level:</i> \$94,624.00 per annum

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>Most Areas of Study</i>	<i>Institution Attended</i>	<i>Date Started</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'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

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. 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:

Delivers/Achieves Results:

Leadership

Management

Personal Attributes (Essential)

Integrity

Commitment & Personal Driver

Intellect and Judgment:

Creative and Innovation

Experience and Past Work Performance (Essential)

7 years of experience in the practice of Law, Legislative Drafting, Policy and Planning.

5 years of experience in strategic leadership and management.

Qualifications (Essential)

A Bachelor's Degree in Commerce, Management, Public Administration or relevant discipline

Evidence of 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: 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 it is a **MUST** to declare three (3) referees and provide their addresses and contact details.

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>

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:

--

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>
-------------------	--------------