



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: Position Details

| | | |
|--|---|---|
| <i>Position Code:</i> EV0000048 | <i>Position Title:</i> SENIOR ELECTORAL OFFICER | <i>Supervisor Position Code:</i> EV000030 |
| <i>Division:</i> ELECTORAL OPERATIONS & RETURNING SERVICES | | <i>Location:</i> 30 Mulinuu Road |
| <i>Salary:</i> \$34,438.00 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. 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) |
|--|

| |
|----------------------------------|
| Leadership and Team Coordination |
|----------------------------------|

| |
|---------------------------------------|
| Data collection and analytical skills |
|---------------------------------------|

| |
|----------------------------------|
| Organizational & Planning Skills |
|----------------------------------|

| |
|--|
| Leadership Report Writing and Communication Skills |
|--|

| |
|--|
| Problem Solving and decision making skills |
|--|

| |
|-----------------|
| Computer Skills |
|-----------------|

| |
|---|
| 2. Personal Attributes (Essential) |
|---|

| |
|-------------------------------|
| Integrity and Professionalism |
|-------------------------------|

| |
|--------------------------------|
| Confidentiality and Discretion |
|--------------------------------|

Attention to Detail

Accountability and Reliability

Leadership presence and team influence

Adaptability and Flexibility

Collaboration and relationship management

Ability to work under pressure

3. Experience and Past Work Performance (Essential)

At least 3 years of relevant professional working experience in areas such as operations, coordination, data management, logistics, compliance, administration, or reporting

4. Qualifications (Essential)

A minimum qualification of A Bachelor's Degree in Management, Public Administration, Business Administration, Information Management or related field from a recognized tertiary institution

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: Written References

- Please provide at least 3 written references from previous Employer(s) and/or nominated personnel to support your application.
- References should be in 12 months validity.

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 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. | 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:

| |
|--|
| |
|--|

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

Signature:

Date: