



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> Foreign Affairs	<i>Section</i> INTERNATIONAL RELATIONS	<i>Location</i> LEVEL 2 FMFM 11	
<i>Position Code</i> MFATMG02/0	<i>Title</i> ACEO - Political Issues, International Relation	<i>Salary Grade</i> C2	<i>Salary Rate</i> \$ 80,000

Section 2: Personal Details

<i>Full Name</i>	<i>Gender</i> M F
<i>Mailing Address</i>	<i>Contact Phone No.</i>
<i>Contact Address</i>	<i>Date of Birth (Day / Month / Year)</i>

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Date Finished
Any previous qualification(s)				

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Date	Duration (in days)

Section 5: Employment History

Current / Most recent Position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration (in days)</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 (in days)</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 (in days)</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 (in days)</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 Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for 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 supporting documentation should they be called for short-listed interviews.

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.

Selection Criteria

1. 1. Minimum qualification of a Bachelors Degree in either Political Science, International Relations, Law and Economics or relevant discipline (Essential)
2. 2. At least 7 years relevant experience with high standard work performance in Foreign service work (Essential)
3. 3. Demonstrated ability to monitor and analyze regional and global developments that would impact on Samoa's national interest(Essential)
4. 4. Demonstrated ability and experience to represent and articulate Government positions on issues of pertinence such as human rights, security, disarmament, environment, fisheries, climate change, peacekeeping and sustainable development as well as demonstrated ability in the management of treaty ratification/accession and obligation
5. 5. Demonstrated ability to lead and manage the obligations of Government vis-a-vis diplomatic missions, international and regional organization hosted by Samoa under the Diplomatic Privileges and Immunities Act, as well as demonstrated ability in the protocol organization and management of VIP visitors and delegations (Essential)

6. Demonstrated ability to effectively plan for and manage resources as well as demonstrated ability to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)

7. Demonstrated ability in computing skills, written and oral communications, analytical and strategic planning, decision making and networking skills (Essential)

8. Sound knowledge of all relevant legislations governing the Ministry's operations especially those relating to Political, International and Protocol services and activities (Desirable)

9.

10.

Section 7: Computer Literacy

Indicate competency level for each system

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities

Main Systems		Other Systems	
Word processing (Word)		Other Systems	
Spreadsheets (Excel)		Database Management (Access)	
Presentation PowerPoint		Other (specify)	
E-mail		Other (specify)	

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

CODE	Indicate your mother tongue by ticking a box below	Speak	Read	Write
		1. Limited conversation, reading of newspapers, routine correspondence		
2. Engage freely in discussions, read write more difficult material				
3. Speak, read and write (nearly) as well as mother tongue.				

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)	No	Yes
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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.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

1.
2.
3.

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Department to which you are applying? (Please TICK the appropriate box)	No	Yes
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If YES, please provide name(s) of your relation(s) and state nature of relationship

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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 Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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