



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> Statistics	<i>Section</i> CSSD	<i>Location</i> LEVEL 1	
<i>Position Code</i> BS1093	<i>Title</i> Principal AdminAccounting Officer	<i>Salary Grade</i> SpGr	<i>Salary Rate</i> \$44,266-\$56,988

Section 2: Personal Details

<i>Full Name</i>	<i>Gender</i>
<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. Minimum qualification of a Bachelors degree in Accounting or Finance or Public Administration or in any related disciplines (Essential)
2. Minimum of 5 years of relevant working experience (Essential)
3. Demonstrated ability in written and verbal communication (Essential)
4. Must have strong leadership skills and ability to promote and encourage team work (Essential)
5. Must have strong budget formulation and monitoring skills (Essential)

6. Demonstrated ability to prepare and manage work plan for the section (Essential)
7. Must be proactive in suggesting changes and new ideas to improve systems and processes (Desirable)
8.
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	Indicate your mother tongue by ticking a box below	Speak	Read	Write
CODE	Samoan			
1. Limited conversation, reading of newspapers, routine correspondence	English			
2. Engage freely in discussions, read write more difficult material	Other (specify)			
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
----	-----

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
----	-----

If YES, please provide name(s) of your relation(s) and state nature of relationship

--

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

Signature	Date
-----------	------

JOB DESCRIPTION – PRINCIPAL ADMINISTRATION OFFICER

POSITION: Principal Administration/Accounting Officer
Ministry: Bureau of Statistics
DIVISION: Corporate Services Division
SALARY GRADING: Special Grading \$44,266 - \$56,988 pa maximum
RESPONSIBLE TO: ACEO, Corporate Services

Primary Objective:

To coordinate and implement administrative functions through sound planning and management of resources to ensure effective and efficient delivery of administrative services in order to achieve the long term goals of the Corporate Services Division

Position Responsibilities and Duties:

1. In collaboration with the ACEO Corporate Services, assist in the preparation of the Division's annual budget and in coordinating the Bureau's budget estimates.
2. Provide advice to the ACEO Corporate Services on performance of each output in accordance with approved estimates and performance measures.
3. Verify all requisitions to ensure compliance with PFMA 2001, Treasury Instructions and Procurement Guidelines.
4. Prepare purchase orders for procurement of goods and services for the Bureau
5. Monitor the use of petty cash in accordance with Treasury Instructions and PFMA 2001
6. Prepare work plans for the section and monthly activity reports for the section
7. Conduct regular spot checks of attendance registers for all Divisions
8. Supervise the preparation of leave returns, quarterly returns and posting of leave cards
9. In collaboration with the Records Management Officer review and propose changes and improvement to the Records Filing System
10. Prepare STSC and Cabinet submissions for all overseas trainings and attachments
11. Co-ordinate a training program for the whole Ministry to ensure that:
 - staff are updated with policies and procedures of government in force from time to time
 - all staff have a general understanding of all the functions of the Ministry
 - the staff who have the opportunity to train overseas share their experience with other staff members