



**SAMOA
SHIPPING
CORPORATION
LIMITED**

Job Application Form

Section 1: Position Details

Division OPERATION	Location MULIFANUA & SALELOLOGA TERMINALS
Title PRINCIPAL DOMESTIC OFFICER	Salary Level \$55,431 - \$64,501 p.a [L16]

Section 2: Personal Details

Full Name	Gender
Village	Contact Phone No.
Email Address	Date of Birth (Day/Month/Year)

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

Course Relevant to Selection Criteria ONLY	Date Started	Date Finished

Section 5: Employment History

Current / Most recent position

Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Next previous position		
Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Next previous position		
Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the General Manager, set out below are the criteria that will be in assessing the suitability of each Applicant for the position. Please address each selection criterion 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. supply supporting documentation should they be called for short-listed interviews;**
- 3. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and**

Note: If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this application form.

1. Skills and Abilities (refer to JD for full details)
i. Strong ability to engage and coordinate effectively with government agencies, port authorities, crew, customers and internal teams in both English and Samoan, ensuring smooth domestic service operations. ii. Advanced capability to prepare, analyse and present accurate operational reports (voyage performance, cargo volumes, revenue, service reliability) to support management decision-making. iii. Sound understanding of domestic service revenue streams, cost controls, freight assessments and performance indicators to ensure routes operate efficiently and sustainably. iv. Proven ability to supervise domestic operations, manage staff performance, allocate resources effectively and ensure compliance with corporate policies and maritime regulations. v. Ability to make timely and balanced operational decisions during disruptions (weather events, vessel issues, schedule changes) while maintaining safety, regulatory compliance and service continuity
2. Personal Attributes (refer to JD for full details)
i. Demonstrates honesty, reliability and ethical behavior at all times ii. Initiative and willingness to learn iii. Approachable, respectful and able to build strong working relationships with staff at all levels. iv. Able to work effectively in a fast paced-environment, adjust to changing priorities and remains calm and organized under pressure.
3. Experience and Work Performance (refer to JD for full details)
i. Minimum of 5 years' experience at supervisory level ii. Proven experience in shipping operations, port logistics or transport operations iii. Demonstrated experience managing frontline service teams.
4. Qualifications (refer to JD for full details)
i. Degree or Advanced Diploma in - o Maritime & Shipping - o Transport & Logistics or <i>related field</i>

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	
Spreadsheet (Excel)		Database Management (Access)	
Presentation (Powerpoint)		Other (specify)	
Email		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				
1. Limited conversation, reading of newspapers, routine correspondence	<i>Samoan</i>			
2. Engage freely in discussions, read write more difficult material	<i>English</i>			
3. Speak, read and write (nearly) as well as mother tongue.	<i>Other (specify)</i>			

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
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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:

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

Signature	Date
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