



**SAMOA
SHIPPING
CORPORATION
LIMITED**

Job Application Form

Section 1: Position Details

Division CORPORATE SERVICES	Location MATAUTU TAI, APIA [HEAD OFFICE]
Title PRINCIPAL HUMAN RESOURCE COORDINATOR	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. Demonstrated skills and abilities in coordinating and overseeing the day-to-day operations of a Human Resources function, including monitoring the delivery of recruitment, employee records, payroll support, performance management, learning and development, and employee relations activities ii. Demonstrated skills and abilities in supervising, supporting and coordinating the work of staff, including allocating workloads, monitoring progress, providing guidance, and fostering a collaborative and customer-focused team environment iii. Demonstrated skills and abilities in coordinating the implementation of Human Resource policies, procedures and administrative processes, ensuring compliance with established organisational requirements and escalating complex matters where appropriate iv. Demonstrated skills and abilities in preparing operational reports, maintaining accurate Human Resource records, monitoring key activities, and providing timely updates to management on the status of Human Resource operations v. Demonstrated skills and abilities in establishing and maintaining effective working relationships, communicating professionally with employees, managers, external stakeholders and service providers, and delivering responsive customer service vi. Demonstrated skills and abilities in planning, organising and coordinating multiple operational priorities, ensuring work is completed within agreed timeframes while maintaining confidentiality and accuracy in Human Resource administration
2. Personal Attributes (refer to JD for full details)
i. Professionalism and integrity, with a commitment to confidentiality, ethical conduct and accountability in all Human Resource matters ii. A proactive and organised approach, with the ability to manage competing priorities, work independently and meet deadlines iii. Strong interpersonal and communication skills, with the ability to work cooperatively, build trust and maintain positive working relationships iv. Sound judgement and initiative, with the ability to identify issues, recommend practical solutions and support informed decision-making v. Commitment to continuous improvement, with a willingness to learn, adapt to change and contribute positively to the achievement of the Corporation's objectives
3. Experience and Work Performance (refer to JD for full details)
i. At least five (5) years relevant experience in Human Resource Management, including experience in a supervisory or leadership role ii. Proven experience supervising staff, managing workloads and monitoring performance outcomes iii. Experience working within a public sector, government agency and statutory body iv. Demonstrated record of achieving performance targets, maintaining compliance requirements and delivering quality outcomes with specified timeframes

4. Qualifications (refer to JD for full details)
i. Bachelor Degree in Human Resource Management, Public Administration, Management, Industrial Relations. Business Administration or another related discipline from a recognized tertiary institution ii. Relevant training and certifications in employment relations, performance management, organizational development, leadership, coaching or workforce planning

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	<i>Samoan</i>				
1. Limited conversation, reading of newspapers, routine correspondence	<i>English</i>				
2. Engage freely in discussions, read write more difficult material	<i>Other (specify)</i>				
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
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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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