



**SAMOA
SHIPPING
CORPORATION
LIMITED**

Job Application Form

Section 1: Position Details

Division WORKSHOP	Location MAIN OFFICE, MATAUTU-TAI
Title ASSISTANT GENERAL MANAGER WORKSHOP	Salary Level \$94,624.24 p.a [L19]

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
<i>Any previous qualification(s)</i>				

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 strong leadership and people-management skills, with the ability to lead a technical division and hold staff accountable for results. ii. Demonstrated planning, organisational and problem-solving skills, with the ability to manage multiple priorities and urgent engineering matters. iii. Demonstrated sound ability to analyze technical information, vessel plans, machinery drawings, specifications, reports and engineering problems. iv. Strong verbal, written and interpersonal communication skills, including the ability to communicate effectively in both English and Samoan. v. Computer literacy with demonstrated proficiency in Microsoft Office and relevant engineering, maintenance or operational software.
2. Personal Attributes (refer to JD for full details)
i. Strong leadership and accountability, with the ability to motivate and manage technical teams while maintaining high standards of performance and discipline ii. Strong problem-solving ability and sound judgement, particularly when dealing with complex technical issues, emergencies and competing operational priorities iii. Highly organized and results-oriented, with the ability to plan, prioritise and deliver maintenance, repair and workshop programmes within required timeframes, budgets and quality standards iv. Excellent communication and interpersonal skills, with the ability to build effective working relationships and communicate technical information clearly with staff, management, contractors and external stakeholders v. High level of integrity, safety awareness and professionalism, demonstrating commitment to maritime safety, regulatory compliance, quality assurance and continuous professional development
3. Experience and Work Performance (refer to JD for full details)
i. At least 5 (5) years' proven management or supervisory experience, preferably in a technical or engineering environment. ii. At least five (5) years' extensive practical experience in marine engineering, ship repair, maintenance and overhaul. iii. Proven experience with propulsion and auxiliary machinery, workboats, inflatables and related marine engineering systems. iv. Experience in vessel inspections, maintenance planning, emergency repairs, dry-docking or major repair programmes and technical coordination. v. Experience in managing workshops, contractors, suppliers, shore facilities or other maritime supporting services, with a strong focus on safety, quality and cost control.

4. Qualifications (refer to JD for full details)	
i.	University Degree or Advanced Diploma in Marine Engineering, Heavy Diesel Engineering or another relevant engineering discipline.
ii.	Formal technical training or recognized professional development relevant to marine engineering, ship repair or heavy mechanical maintenance.
iii.	Relevant training or demonstrated knowledge in maritime safety, vessel Safety Management Systems and the ISM Code.
iv.	Relevant knowledge or training in Classification Society, Flag State, Port State, Coast Guard and other applicable maritime engineering requirements.
v.	Commitment to continued professional development through relevant training, technical research and industry learning.

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

Signature	Date
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