# Job Application Form

SAMOA SHIPPING CORPORATION LIMITED

## Section 1: Position Details

| | |
|---|---|
| Division<br>***FINANCE*** | Location<br>***MAIN OFFICE, MATAUTU-TAI*** |
| Title<br>***ASSISTANT GENERAL MANAGER FINANCE*** | Salary Level<br>***$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 |
|---|---|---|---|---|
| | | | | |
| *Any previous qualification(s)* | | | | |
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## Section 4: Training History

| Course Relevant to Selection Criteria ONLY | Date Started | Date Finished |
|---|---|---|
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## 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 ability to lead financial strategy, planning and reporting; oversee financial statements, budgets, cash flow forecasts and management accounts; and provide strategic financial advice to the General Manager and Board.

ii. Strong knowledge of accounting standards, public body accountability, taxation, audit and procurement requirements, with the ability to strengthen financial governance, internal controls and risk management across the Corporation.

iii. Proven ability to evaluate the financial and commercial performance of vessels, routes and charter services, assess investment and funding options, and recommend strategies that support financial sustainability and corporate objectives.

iv. Demonstrated ability to guide the effective use and improvement of accounting systems, financial models and reporting tools, including Microsoft Excel and other Microsoft Office applications, to strengthen financial oversight, information integrity and strategic decisions.

v. Excellent written and spoken English and Samoan, with demonstrated ability to present complex financial matters clearly, negotiate with key stakeholders, lead and develop teams, and coordinate strategic priorities across divisions.

**2. Personal Attributes (refer to JD for full details)**

i. Integrity, accountability, impartiality and sound professional judgement in managing public funds and commercially sensitive information.

ii. Maintains confidentiality, declares conflicts of interest and acts within delegated authority.

iii. Works constructively across divisions, develops staff and delivers accurate work under pressure.

iv. Commitment to safe, reliable ferry services, financial sustainability and continuous improvement.

**3. Experience and Work Performance (refer to JD for full details)**

✓ At least five years of proven practical experience at management level in finance or accounting, including staff supervision, budgeting, financial reporting and audit coordination.

✓ Demonstrated experience managing cash flow, financial controls and competing reporting deadlines.

✓ Sound knowledge and understanding of ship management and shipping operations is required.

✓ Management experience in shipping, transport, an asset intensive business or a public trading body is essential.

| 4. Qualifications (refer to JD for full details) |
|---|
| ✓ A minimum of a Bachelor's Degree in Accounting or Finance, or an equivalent qualification, from a recognised university.<br>✓ Certified Public Accountant qualification, or an equivalent recognised professional accounting qualification such as Chartered Accountant, and current membership in good standing of the Samoa Institute of Accountants or another recognised professional accounting body.<br>✓ Relevant postgraduate study is desirable. |

## 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*<br>*1. Limited conversation, reading of newspapers, routine correspondence*<br>*2. Engage freely in discussions, read write more difficult material*<br>*3. Speak, read and write (nearly) as well as mother tongue.* | *Samoan* | | | | |
| | *English* | | | | |
| | *Other (specify)* | | | | |

## 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 |
| --- | --- |
| | |