

Applicant Statistics Form

This form is specifically for the use of gathering statistics.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office
Position Title
Position Code

Demographics – please tick the appropriate box:

Gender Female Male
Nationality Other Other (please specify)

Current Employment Status – please tick the appropriate box that describes your current employment status

Internal (Same Ministry) Other Public Service/Government Ministries/Office Employed in SOE/Public Bodies Employed in Private Sector
 NGOs Not Employed Self Employed Studying Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

PSC Website
 Ministry Website (please specify)
 Local Paper (please specify)
 PSC/Ministry Noticeboard (please specify)
 Word of mouth/Friends/Family Member
 Other (please specify)

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Organisation has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title: Position Code:
Name: Date Received:
Email/Postal Address:



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

<i>Ministry</i> MAF	<i>Section</i> PPCD	<i>Location</i> MAIN OFFICE	
<i>Position Code</i> AG003417	<i>Title</i> Information Officer-Media	<i>Supervisor Position Code</i> AG003360	
	<i>Salary Grade</i> A08	<i>Salary Rate</i> \$20,472	

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):</i>	<i>Physical Address (2):</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facsimile:</i>	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff :	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

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 Merit Factor in executing the duties specified in the Job Description.
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.

MERIT FACTORS :
1. Skills and Abilities (refer to JD for full details)
1.1 Communication
1.2 Leadership and Management Skills
1.3 Reporting
2. Personal Attributes (refer to JD for full details)
4.1 Values and Ethics
4.2 Commitment and personal drive
4.3 Judgement
4.4 Diligence

3.1 Experience (refer to JD for full details)**3.2 Pas Work Performance**

3.1.1 Two (2) years of relevant working experience in the Agriculture Sector, Media Companies or related field

3.1.2 Proven experience in editing, writing and publishing of communication materials

5. Qualification (refer to JD for full details)

2.1.1 Minimum qualification of a Diploma in Communication/Journalism of Agriculture Science or any relevant discipline

Section 7: Computer Skills and Competency

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good knowledge; 4= strong/advanced capabilities

Main Applications	Competency level:	Other Systems	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms 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

CODE	Indicate your mother tongue by ticking a box below			Speak	Read	Write
	Samoan	English	Other (specify)			
1. Limited conversation, reading of newspapers, routine correspondence						
2. Engage freely in discussions, read write more difficult materi						
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.

Referee Name	Designation	Address/Contact Numbers
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 Ministry 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
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Government of Samoa

Ministry of Agriculture and Fisheries

Position Title:	INFORMATION OFFICER-MEDIA
Position Code:	AG003417
Division:	Policy, Planning & Communication
Salary:	Ao8/\$20,472
Location:	SOGI

Ministry Overview

The Ministry of Agriculture and Fisheries is the principal Government Ministry to develop policies and regulation for agriculture as well as the provision of technical support to farming and fishing. The overall mission of MAF is to develop Agriculture and Fisheries for Food and Income security.

Division Mission Statement

To develop evidence-base policy advice, effective planning and M&E of performance management of the Ministry. Undertake economic and statistical analysis on issues pertaining to primary production, domestic and international trade, and food and nutrition security. Compile, produce, analyze and disseminate agriculture statistics and Communication services.

Purpose/Objective of Position

Promote and maintain MAF's Corporate Image and ensure all publications and awareness programs comply with MAF standards.

Key Relationships

Responsible to: ACEO-PPCD

Functional relationship: Internal: CEO/ACEOs
 MAF Staff

External: Public/Famers/Stakeholders

Key Responsibilities

Promote MAF's Corporate Image

Ensure effectiveness and efficiency of activities and programs to promote/sell the Ministry

- Promote the importance of the agriculture and fisheries sector to schools and the general public through seminars, open days, and other events, ensuring differentiation of the various divisions within MAF.
- Assist the Senior Information Officer in creating, designing and mass-producing of publicity materials for the Ministry.

Coordinate Multimedia Awareness Programs

Ensure that awareness programs and activities are effective and efficient for specific target audiences.

- Ensure that the most appropriate media outlets are utilized for each awareness program.
- Ensure that messages conveyed to the target audience are accurate and cost-effective.
- Assist the SIO in preparing the annual TV and radio schedule for each division.
- Conduct quality checks on publicized information.
- Coordinate and liaise with relevant media companies for MAF filming activities.
- Collaborate with the technical division on their ad production activities.
- Cover and prepare press releases for all 1st harvest events and seek approval from the CEO.
- Increase public awareness and coverage of all MAF and sector events through regular updates and posts on the MAF Facebook page, website, and other platforms.

Management of Digital Library

Effective Management of Digital Library

- Provide effective and efficient support to the senior officer in managing and updating the MAF digital library.
- Ensure that the MAF digital library is up-to-date with the latest information.
- Digitize all MAF documents for archiving purposes.

Divisional Support

- Ensure effective and efficient support is rendered to PPCD and technical divisions.
- Actively contribute to divisional commitments during special events, i.e Ag Shows, Open days, Agriculture surveys, Stakeholder consultations, etc
- Represent the division / ministry in committee meetings or workshops if need be
- Regular follow-up on the implementation of activities assigned to the Information section

Core Competencies

1. Skills and Ability:

1.1 Communication

- 1.1.1 Demonstrate ability to communicate confidently and accurately both in written and oral to staff and stakeholders
- 1.1.2 Takes instructions well and ask questions to clarify own understanding
- 1.1.3 Good public relations skills to create and maintain good working relationships and liaise with other stakeholders on MAF issues

1.2 Leadership and Management Skills

- 1.2.1 Ability to manage time and work in a reliable and consistent manner
- 1.2.2 Ability to effectively plan a schedule of work and manage time to enable tasks to be completed within specified framework

1.3 Reporting

- 1.3.1 Provide well detailed reports

2. Personal Attributes:

2.1 Values and ethics

- 2.1.1 Knowledge of the PSC Code of Conduct and demonstrate excellent work ethics
- 2.1.2 Take responsibilities for own actions and decision

2.2 Commitments and personal drive

- 2.2.1 Support the strategic and operational directions of PPCD and MAF
- 2.2.2 Commits to assisting and completing team tasks and allocated work

2.2.3 Demonstrates cooperation with other employees within PPCD

2.2.4 Adopts a positive attitude toward work and staff

2.3 Judgment

2.3.1 Shows good judgment, intelligence and common sense

2.3.2 Clearly and confidently provide sound, honest and timely information based on facts for decision making

2.3.3 Demonstrate rational thinking

2.4 Diligence

2.4.1 Identifies and utilizes resources wisely

2.4.2 Shows good attention and consistency in the execution of work

2.4.3 Punctual to work and all events expected to attend

3. Past Work Experience

3.1.1 Two (2) years of relevant working experience in the Agriculture Sector, Media companies or related field

3.1.2 Proven experience in editing, writing and publishing of communication materials.

4. Qualifications

4.1.1 Minimum of a Diploma in Communication / Journalism of Agriculture Science or any relevant discipline