

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:	<input type="text" value="Fisheries Assistant-Inshore"/>	Position Code:	<input type="text" value="AG003681"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

Ministry MAF	Section FISHERIES	Location APIA
Position Code AG003681	Title Fisheries Assistant-Inshore	Supervisor Position Code AG001652
	Salary Grade A05	Salary Rate \$12,344

Section 2: Personal Details

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

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 Manager 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 Research and analytical
- 1.3 Personal management

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
- 4.5 Management (Self/Work)

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

3.1.1 At least one (1) year of relevant work experience in the areas of coastal fisheries or environmental science

3.2.1 Basic and safety elements of SCUBA diving or snorkelling with the ability to swim free dive and carry out assigned duties in and under water

5. Qualification (refer to JD for full details)

2.1 Minimum qualification of a UPY Certificate in Science, Computer studies or Statistics 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 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.	Indicate your mother tongue by ticking a box below		Speak	Read	Write
	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.

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:	FISHERIES ASSISTANT-INSHORE (DEVELOPMENT AND MANAGEMENT)
Position Code:	AG003681
Salary:	A05/\$12,344.00
Division:	FISHERIES

Ministry Overview

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

Division Mission Statement

To promote the optimum and ecologically sustainable use of the country's fishery resources and the development of suitable alternatives to harvesting of depleted resources in order to maximize benefits to Samoa.

Primary Objective

To assist in the implementation of coastal and inshore fisheries resources developments and management

Key Relationships

Immediate Supervisor: Principal Fisheries Officer - Inshore
Line Manager: ACEO through the PFO-Inshore
Subordinates: Senior Fisheries Officers and Officers
Functional Relationships: **Internal:** ACEO Fisheries and CEO-MAF
External: Stakeholders, Public and Students

Key Duties

Coastal fisheries developments and management	<ul style="list-style-type: none"> Work with the Senior Fisheries Officer (Development and Management) in surveys to collate coastal fisheries market landings, fishing efforts, biological, socioeconomic and environmental parameters on status of coastal fishery resources. Assist in reviewing survey forms. Assist in ongoing assessments and monitoring of fish reserves, coral reefs and other adjacent habitats and status of valuable coastal fisheries resources.
Reporting of coastal fisheries activities	<ul style="list-style-type: none"> Draft assessment and monitoring reports for Inshore Development and Management work in both Samoan and English. Assist in collating and tabulating information for reporting purposes. Assist in collating information for Monthly, Quarterly, Annual and Technical reports.
Divisional support	<ul style="list-style-type: none"> Assist in supporting relevant stakeholders including village communities and coastal fishers.

".....Empowering sector stakeholders, building resilience and inspiring growth....."

	<ul style="list-style-type: none"> Assist in compiling trainings and awareness programs for coastal fisheries stakeholders on coastal fisheries related topics.
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To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies		
MERIT	JOB COMPETENCIES	DESCRIPTORS
1. Skills and Abilities	1.2 Communication	1.2.1 Good communication skills in both Samoan and English commands. 1.2.2 Takes instructions well and ask questions to clarify own understanding. 1.2.3 Good public relations skills
	1.3 Research and analytical	1.3.1 Computer literate in Microsoft programs – Word, 1.3.2 Access (Database) and Excel and other relevant softwares. 1.3.3 Ability to carry out research, data collection of stock and resources and site selection. 1.3.4 Demonstrate excellent research and analytical skills to provide sound advice to team and management.
	1.4 Personal management	1.4.1 Ability to manage time and work in a reliable and consistent manner. 1.4.2 Demonstrate ability to meet deadlines and work independently within minimum supervision. 1.4.3 Ability to complete tasks within specified framework with minimum supervision.
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 decisions.
	2.2 Commitment and Personal Drive	2.2.1 Support the strategic direction of the Fisheries Division and MAF. 2.2.2 Commit to assisting and completing team tasks. 2.2.3 Demonstrate cooperation with other employees within Fisheries and MAF. 2.2.4 Be able to work outside of normal working hours. 2.2.5 Demonstrate ability to carry out work at sea and freshwater.
	2.3 Judgement	2.3.1 Show good judgement, intelligence and common sense. 2.3.2 Clearly and confidently provide sound, honest and timely information based on facts for decision making.
	2.4 Diligence	2.4.1 Thorough implementation and consistency in the execution of work. 2.4.2 Punctual to work and all events expected to attend. 2.4.3 Reliability, honesty and good team worker.
	2.5 Management (Self/ Work)	2.5.1 Able to manage and prioritise work load to prevent last minute preparation and stress. 2.5.2 Capable of balancing personal, social and work responsibilities
3. Work Experience	3.1 Years of Experience	3.1.1 At least one (1) year of relevant work experience in the areas of coastal fisheries or environmental science.

	3.2 Past Work Performance	<ul style="list-style-type: none"> Basic and safety elements of SCUBA diving or snorkelling with the ability to swim, free dive and carry out assigned duties in and under water.
4. Qualification	<ul style="list-style-type: none"> Qualification 	<ul style="list-style-type: none"> Minimum qualification of a UPY Certificate in Science, Computer studies and Statistics or any relevant discipline.