

## 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

Ministry MAF	Section SAVAII OPERATIONS	Location SALELOLOGA	
Position Code AG003330	Title Senior Fisheries Officer	Supervisor Position Code AG003687	
		Salary Grade A13	Salary Rate \$37,279

### 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.

<b>MERIT FACTORS :</b>
<b>1. Skills and Abilities (refer to JD for full details)</b>
1.1 Communication and Presentation Skills
1.2 Problem Solving
1.3 Building Relationships
1.4 Achieves and Delivers Results
<b>2. Personal Attributes (refer to JD for full details)</b>
4.1 Values and Ethics
4.2 Commitment and Personal drive
4.3 Integrity

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

3.1.1 At least three (3) years of relevant work experience in Aquaculture or related fisheries development monitoring or research activities.

3.1.2 Relevant work experience in any Fisheries development monitoring or research activities

**5. Qualification (refer to JD for full details)**

2.1 A Degree in Marine Science, Environmental Science, Marine Affairs, Biology or any relevant field with subject courses specializing in fisheries and marine science

**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
1. Limited conversation, reading of newspapers, routine correspondence	Samoan			
2. Engage freely in discussions, read write more difficult materi	English			
3. Speak, read and write (nearly) as well as mother tongue.	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
-----------	------



Government of Samoa

## Ministry of Agriculture and Fisheries

<b>Position Title:</b>	<b>SENIOR FISHERIES OFFICER</b>
<b>Position Code:</b>	<b>AG003330</b>
<b>Division:</b>	<b>Savaii Operations – Fisheries Services</b>
<b>Location:</b>	<b>MAF Office, Salelologa</b>
<b>Salary:</b>	<b>A13/\$37,279</b>

### 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 manage and provide advisory service for the development of agriculture and fisheries in Savaii

### Primary Objective

To design, research, promote and manage activities pertinent to the development of fresh water aquaculture in Savaii as well as providing advice and technical assistance to Fishers.

### Key Relationships

Responsible to: ACEO-Savaii Operations

Functional Relationships: Internal: CEO-MAF

Savaii Operations Staff

External: MAF's employees and other agencies

1. Monitoring and Management of Fisheries Programs	<p>1.1 Coordinate, monitor and supervise staff daily works performance and ensure the designed activities are well implemented.</p> <p>1.2 Coordinate programs that motivate staff to effectively implement mandated functions and diligently deliver expected performance measures</p> <p>1.3 Manage the freshwater species hatchery and develop plan of actions to improve productions of seedlings and fingerlings to supply farmers and stock enhancement programs.</p> <p>1.4 Coordinate and facilitate investigation of suitability and potential development for establishing culture of freshwater species and selected commodities.</p>
2. Planning, Development and Reporting	<p>2.1 Coordinate and assist in the formulation of an aquaculture / freshwater sector development plan to include review of past and present activities as well as research plans for potential</p>

	<p>species relevant to Samoa</p> <p>2.2 Develop research plans to investigate potential freshwater species for culture and for stock enhancement purposes</p> <p>2.3 Prepare and develop annual work plans to implement aquaculture activities of freshwater species and achieving targets as stated in SDS and Corporate Plans.</p> <p>2.4 Assist in developing project proposals seeking supports from donors to promote aquaculture of selected species.</p> <p>2.5 Assist in the preparation of section annual management plan, annual budget and monthly progress reports for aquaculture section.</p> <p>2.6 Assist with staff Performance Appraisal Plans.</p>
3. Awareness programs on Aquaculture and Capacity Building	<p>3.1 Design and implement capacity development programs to train and motivate staff to ensure the smooth operation of their allocated tasks.</p> <p>3.2 Develop and maintain close contacts with regional institutions such as SPC and transferring technical know-how to local farmers.</p> <p>3.3 Conduct assessments and provide technical assistance to farmers and application of technical improvements from researches and trials to aquaculture activities.</p>
4. Divisional Support	<p>4.1 Attend Agriculture Talomua Show &amp; Carrer Day</p> <p>4.2 Attend Agriculture &amp; Fisheries Surveys</p> <p>4.3 Provide monthly reports to ACEO-Savaii Operations on progress and update of the Fisheries Unit services in Savaii</p> <p>4.4 Assist in any other duties as directed from time to time</p>

MERIT	JOB COMPETENCIES	DESCRIPTORS
1. SKILLS & ABILITIES	1.1 Communication and Presentation Skills	<p>1.1.1 Excellent communication skills in Samoan and English (both oral and written)</p> <p>1.1.2 Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale.</p> <p>1.1.3 Correspond, convey and report in sequential order information and work related matters to minimise misinterpretation.</p>
	1.2 Problem Solving	<p>1.2.1 Demonstrateds an open minded attitude when assessing a wide range of issues and impacts within a defined context</p> <p>1.2.2 Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules.</p>

	1.3 Building Relationships	<p>1.3.1 Client focussed, understands, facilitates and commits to effective service delivery</p> <p>1.3.2 Builds and sustains relationships within the organisation and accros the public service</p> <p>1.3.3 Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale.</p>
	1.4 Achieves and Delivers Results	<p>1.4.1 Understands and appreciates the organization's direction through the implementation of set work tasks towards the achievement of corporate objectives.</p> <p>1.4.2 Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results.</p>
2. Persona l Attributes	2.1 Values and Ethics	<p>2.1.1 Familiar with the Code of Conduct</p> <p>2.2.1 Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness</p>
	2.2 Commitment and Personal Drive	<p>2.2.1 Work effortelessly in any circumstances</p> <p>2.2.2 Committed to the work, team and organisation by cooperating in team activities and valuing the input of staff at every level</p>
	2.3 Integrity	<p>2.3.1 Acts with integrity at all times</p> <p>2.3.2 Demonstrates precision in assigned work operations and decision making</p> <p>2.3.3 Role models professionalism, impartial and objectivity in approach to sensitive matters</p> <p>2.3.4 Presents authorized information where needed.</p>
3. Relevant Experince required	3.1 Experience & Past Work Performance	<p>3.1.1 At least three (3) years of relevant work experience in Aquaculture or related fisheries development monitoring or research activities.</p> <p>3.1.2 Relevant work experience in any Fisheries Data Management and surveys</p>
4. Qualification		<p>4.1.1 A degree in Marine Science, Evironmental Science, Marine Affairs, Biology or any relevant field with subject courses specializing in fisheries and marine science.</p>