



**SAMOA  
SHIPPING  
CORPORATION  
LIMITED**

# Job Application Form

## Section 1: Position Details

Division <b>OPERATION</b>	Location <b>MATAUTU TAI, APIA [HEAD OFFICE]</b>
Title <b>PRINCIPAL OPERATION OFFICER</b>	Salary Level <b>\$55,431 - \$64,501 p.a [L16]</b>

## 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.***

<b>1. Skills and Abilities (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>i. Demonstrated ability to oversee port operations, ensure passenger and vehicle safety and enforce compliance with company policies and occupational health and safety standards</li> <li>ii. Demonstrated skill-sets in cash handling, ticketing, sales and banking reconciliation, report preparation and maintaining accurate records for operational and management purposes</li> <li>iii. Capable of supervising, coaching and mentoring staff to achieve performance targets, maintain policy compliance and foster positive/productive work environment</li> <li>iv. Must be able to produce excellent documents utilizing MS Office Programs (Word, Excel, Power-point and others) and have good reporting writing skills in Both Samoan and English</li> </ul>
<b>2. Personal Attributes (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>i. Demonstrates honesty, reliability and ethical behavior at all times</li> <li>ii. Initiative and willingness to learn</li> <li>iii. Approachable, respectful and able to build strong working relationships with staff at all levels.</li> <li>iv. Able to work effectively in a fast paced-environment, adjust to changing priorities and remains calm and organized under pressure.</li> </ul>
<b>3. Experience and Work Performance (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>i. Minimum of <b>3–5 years in port operations, customer service, or supervisory roles</b>, preferably in a maritime or transport environment.</li> <li>ii. Demonstrated experience in <b>staff supervision, operational management, safety compliance, and administrative reporting</b></li> </ul>
<b>4. Qualifications (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>i. Minimum Certificate / Diploma in Maritime Operations, Port Management, Logistics, Business Administration or a related field</li> <li>ii. Desirable Advanced Diploma or coursework in OSH/Leadership or Customer Service Management</li> </ul>

## 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
<b>CODE</b>	<i>Samoan</i>			
1. Limited conversation, reading of newspapers, routine correspondence	<i>English</i>			
2. Engage freely in discussions, read write more difficult material	<i>Other (specify)</i>			
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)	<b>No</b>	<b>Yes</b>
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)	<b>No</b>	<b>Yes</b>
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If YES, please provide name(s) of your relation(s) and state nature of relationship

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## 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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