



**SAMOA
SHIPPING
CORPORATION
LIMITED**

Job Application Form

Section 1: Position Details

Division OFFICE OF THE GENERAL MANAGER	Location MATAUTU TAI, APIA [HEAD OFFICE]
Title PRINCIPAL IT OFFICER	Salary Level \$55,431 - \$64,501 p.a [L16]

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.

<p>1. Skills and Abilities (refer to JD for full details)</p> <ul style="list-style-type: none"> i. Strong knowledge of network administration, server management and systems infrastructure ii. Experience with Sophos Firewall, cybersecurity monitoring and threat management iii. Knowledge of Microsoft Windows Server environments, active directory, cloud technologies and virtualization iv. Experience managing backups, disaster recovery and business continuity systems v. Proficiency in website administration and software support vi. Knowledge of governance, risk management and information security frameworks vii. Ability to analyze technical issues and implement effective solutions viii. Strong project planning and organizational skills ix. Ability to establish priorities and manage competing demands x. Ability to prepare technical reports and recommendations for management xi. Strong vendor and contract management capabilities xii. Experience developing ICT policies and procedures xiii. Excellent written and verbal communication skills in both English and Samoa xiv. Ability to explain complex technical information and non-technical audiences xv. Strong stakeholder engagement and customer service skills
<p>2. Personal Attributes (refer to JD for full details)</p> <ul style="list-style-type: none"> i. High level of integrity and professionalism ii. Strong leadership and decision-making capability iii. Excellent analytical and problem-solving skills iv. Results oriented with strong attention to detail v. Ability to work under pressure and meet deadlines vi. Proactive and innovative approach to service improvement vii. Strong commitment to teamwork and organizational objectives viii. Commitment to continuous learning and professional development
<p>3. Experience and Work Performance (refer to JD for full details)</p> <ul style="list-style-type: none"> i. Minimum of 5 years progressively responsible experience in Information Technology ii. At least 3 years' experience in a supervisory, management or team leadership role iii. Demonstrated experience managing enterprise networks, cybersecurity systems and ICT infrastructure iv. Proven experience providing strategic ICT advice and preparing management reports v. Experience within a public sector, maritime or corporate environment (<i>desirable</i>) vi. Experience managing ICT projects and digital transformation initiatives (<i>desirable</i>)

4. Qualifications (refer to JD for full details)

- i. Bachelor Degree in Computer Science, Information Technology, Information Systems, Cybersecurity, Software Engineering, or a related discipline from a recognized tertiary institution
- ii. Industry certifications such as CISCO, Sophos, Cybersecurity, or equivalent (*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

1. Limited conversation, reading of newspapers, routine correspondence
2. Engage freely in discussions, read write more difficult material
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
-----------	------