



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

Ministry MNRE	Section WATER RESOURCES	Location VAILIMA
Position Code NE002485	Title Field Assistant	Supervisor Position Code NE002444
	Salary Grade A3	Salary Rate \$6756.00

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:	Facimile:	

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 reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff reporting to you	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
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 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 criterion;
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 (Job Competencies)**1. Skills and Abilities (refer to JD for full details)**

Basic Problem Solving Skills and Communication & Presentation Skills.

2. Personal Attributes (refer to JD for full details)

Commitment & Drive and Integrity & Honesty

3. Experience and Past Work Performance (refer to JD for full details)

At least 2 years of relevant work experiences in the related field.

4. Qualifications (refer to JD for full details)

Minimum School Certificate or any other related field

Section 7: Computer Literacy

Indicate competency level for each Application

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

Main Applications		Other Systems	
Word processing (Word)		Database Management (Access)	
Spreadsheets (Excel)		Other (specify)	
Presentation 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 material 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 NATURAL RESOURCES AND ENVIRONMENT

Matāgaluega o Puna'oa Faalenatura ma Siosiomaga

Position Title: *Field Assistant*
Division/Section: *Water Resources*
Salary Grade: *A3\$6756.00*
Position Code: *NE002485*
Supervisor Code: *NE002444*
Location: *TATTE*
Date: *7th February 2017*

Overview of Ministry

Sustainable Development of Samoa's Environmental Resources to ensure a better quality of life for all its people.

More information can be found on our website at [www. \[info@mnre.gov.ws\]](http://www.info@mnre.gov.ws)
To coordinate all processes relating to watershed planning and management

Purpose of Position

Assist field team in watershed sites rehabilitation and planting activities

Key Relationships

Responsible to: *Principal Watershed Officer*

Responsible for: *n/a*

Functional relationships:

Internal:

- *CEO MNRE*
- *ACEO-Water Resources*
- *All Staff, Water Resources*

External:

- *Communities*
- *SWA*
- *Public*

Key Responsibilities

Nursing of small Plants

- Responsible for nursery management and maintenance activities
- Foiling and watering of plants

Operations and Survey

- Collect soil for Nursery Management
- Assist in surveying of areas that have enriches soil

Storekeeper

- Assist in monitoring assets and equipment use by Nursery team
- Assist in Cleaning all materials after using and lock inside the storeroom

Key Responsibilities 4:

Team work and Good Communication

- Can Communicate to both Samoan and English
- Assist to any other duties assign by the Supervisor

Core Competencies/Selection Criteria

Skills & Abilities

1. Problem Solving Skills

- * Has the ability to address issues arises during working hours

2. Communication & Presentation Skills

- Communicate in a clear and constructive manner, both verbally and in writing.

PERSONAL ATTRIBUTES

1. Commitment & Drive

- Demonstrates strong time management skills and ability to work under pressure while meeting dead lines

2. Integrity and Honesty

- Approachable, open minded, assertive and confident

EXPERIENCE AND PAST WORK PERFORMANCE (Knowledge)

- At least two (2) years of relevant experience in the above fields

QUALIFICATIONS (Academic/Training)

Minimum School Certificate or any other related field



Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

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

Ministry/Office	<input type="text" value="MNRE"/>
Position Title	<input type="text" value="Field Assistant"/>
Position Code	<input type="text" value="NE002485"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify)	<input type="text"/>

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

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

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

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

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 Ministry/Office 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="Field Assistant"/>	Position Code:	<input type="text" value="NE002485"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>