



# Job Application Form

## Form 2

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

### Section 1: Position Details

<i>Ministry</i> MNRE	<i>Section</i> PUMA	<i>Location</i> TATTE	
<i>Position Code</i> NE003415	<i>Title</i> Urban Management Officer	<i>Supervisor Position Code</i> NE002508	
		<i>Salary Grade</i> A10	<i>Salary Rate</i> \$22,668

### Section 2: Personal Details

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

### 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)

1. Problem Solving Skills. 2. Intellect and Judgement. 3. Achieves and Delivers Result. 4. Building Productive Networks and 5. Communicaton & Presentation Skills

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

Commitment & Drive and Integrity and Honesty.

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

At least 2 years of working experience in the related field.

**4. Qualifications (refer to JD for full details)**

Bachelor Degree in Planning, Geography, Environmental Management.

**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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**Position Title:** Urban Management Officer  
**Division/Section:** Planning and Urban Management Agency/ Urban Management  
**Position Code:** NE003415  
**Supervision Code:** NE002508  
**Salary Grade:** A10\$22,668.00  
**Location:** TATTE, Ground Floor  
**Date:** 23 January 2017

#### Overview of Ministry

The core purpose of the Ministry of Natural Resources and Environment is to deliver a service that'll provide an improved quality of life for all Samoans that is premised on sustainable management and development of the country's natural resources and environment. More information can be found on our website at [www.mnre.gov.ws](http://www.mnre.gov.ws)

To manage sustainable planning and development services and outcomes through the implementation of the Planning and Urban Management Act.

#### Purpose of Position

To assist in administering Section 63 of the Act in accordance with Agency policy and statutory requirements

#### Key Relationships

**Responsible to:** Principal Urban Management Officer

**Responsible for:** None

**Functional relationships:**

*Internal:*

Relevant Ministries, Agencies, Corporations, and Organizations as listed in Appendix 1

*External:*

Communities/Public

<b>Key Areas of Responsibility</b>	<b>Performance Expectations/Deliverables</b>
<b>Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Ensure quality professional assessment, investigation and processing of development consent applications in accordance with the Act.</li> <li>• Ensure that relevant parties comply with correspondences in accordance with the Act</li> </ul>
<b>Research and Analysis</b>	<ul style="list-style-type: none"> <li>• Provide best practice service to other government ministries, the public and other interested groups that submits their enquiries in accordance with the Act.</li> <li>• Provide professional and positive assistance and support to applicants and the public seeking information relating to applications for development consent and the Act.</li> </ul>

	<ul style="list-style-type: none"> <li>Investigate to confirm and critically analyse public enquiries and provide a possible resolution to the issues raised.</li> <li>Enter and update the database and prepare monthly analysis reports for the Agency and PUM Board.</li> </ul>
<b>Policy Advice</b>	<ul style="list-style-type: none"> <li>Assist with investigations of complaints relating to amenity issues within the Act and provide recommendations as required for resolutions.</li> <li>Provide feedback through the Principal Urban Management Officer on procedures, processes and systems that would benefit from being reviewed.</li> <li>Work closely with the Principal Urban Management Officer to develop, maintain and improve the procedural manuals as appropriate.</li> </ul>
<b>Customer Service/ Internal Support</b>	<ul style="list-style-type: none"> <li>Deliver quality customer service as part of a team committed to excellence in service.</li> </ul> <p>Contribute when opportunity is provided to be involved in multi-disciplinary teams.</p>

**Job Competencies/Specifications (Refer to table BELOW)**

MERIT	Job Competencies	Descriptors
SKILLS & ABILITIES	1.Problem Solving Skills	1. Ability to strategically analyze public concerns regarding complaints related to amenity issues; and environmental and health implications from any on-going or existing developments
	Intellect and Judgement	2. Professional attitude and ability to exercise professional judgment
	Achieves and Delivers Result	<p>Demonstrated time management skills and ability to work under pressure while meeting deadlines</p> <p>Responds positively to new opportunities, adapts and is proactive in seeking solutions and process improvements.</p>

	Building Productive Networks	Demonstrates ability to build and maintain productive working relationships.
	2.Communication & Presentation Skills	<ol style="list-style-type: none"> <li>1. Demonstrates excellent oral and written communication skills with general public, colleagues and relevant stakeholders.</li> <li>2. Demonstrated ability in research, collection of relevant information/data and evaluation reporting.</li> </ol> <p>Good interpersonal and negotiation skills</p>
PERSONAL ATTRIBUTES	1.Commitment & Personal Drive	<ol style="list-style-type: none"> <li>1. A demonstrated commitment to and enthusiasm for on-going improvement in customer service and work quality.</li> </ol> <p>Disposition to work with colleagues as a member of the team</p> <ol style="list-style-type: none"> <li>2. Ability to work under minimal supervision.</li> </ol>
	2.Integrity and Honesty	<ol style="list-style-type: none"> <li>1. Upholds the values and principles outlined in the Public Service Commission's Code of Conduct.</li> </ol>
EXPERIENCE & PAST WORK PERFORMANCE	As per Job requirement	<ul style="list-style-type: none"> <li>- Experience of dealing with people in a customer service environment.</li> <li>- Demonstrated a good knowledge of the planning system and basic planning legislation, especially that relating to development application assessment and management</li> </ul>
QUALIFICATIONS	As per Job requirement	<ul style="list-style-type: none"> <li>- Holds a Bachelor's degree in planning, geography, environmental management.</li> </ul>