



# REQUEST TO FILL A VACANCY

## Form 1

HRC/Principal Administration Officer must fill out this form

### Part I: Vacant Position Details

#### Section 1: Position Details

<b>Ministry</b> MNRE	<b>Section</b> CLIMATE SERVICE	<b>Location</b> MULINUU	
<b>Position Code</b> NE003368	<b>Title</b> Principal Scientific Officer	<b>Supervisor Position Code</b> NE003277	
		<b>Salary Grade</b> A16	<b>Salary Rate</b> \$50,296

#### Section 2: Additional Information And Documents Required

1. Has a Job Analysis been developed for the position?	Y	Attached	<input type="checkbox"/>
2. Has a Job Description been developed for the position?	Y	Attached	<input type="checkbox"/>
3. Has an organisation chart been developed that clearly shows where the position fits into the Ministries/Office Structure?	Y	Attached	<input type="checkbox"/>
4. Position becomes vacant on:	5. Output Account No: 1.2870.000		
<b>Reason for Vacancy</b> Previous incumbent resigned			
<b>Reason for filling Position:</b> Replacement for Faapisa Aiono			
<b>Primary Objective for the Position</b> 1.To observe and understand Samoa and regional climates; and be well attuned with climate seasonal forecasting and climate services issues, supervise the issuance of national seasonal forecasts for the benefit of the public and climate sensitive sectors. 2.To ensure the installation and facilitation of a state-of-the-art, and globally recognized National Climate database.			

#### MERIT FACTORS (Job Competencies)

<b>1. Skills and Abilities (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>1.Strategic Thinking</li> <li>2. Building Relationships</li> <li>3. Delivers / achieves results / outcomes</li> <li>4. Leadership</li> <li>5. Communications Skills</li> </ul>
<b>2. Personal Attributes (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>1. Commitment/Personal Drive</li> <li>2. Integrity</li> <li>3. Intellect and Judgement</li> </ul>
<b>3. Experience and Past Work Performance (refer to JD for full details)</b>
<ul style="list-style-type: none"> <li>1. Demonstrated clearly and succinctly his background and experience of the Climate section (essential)</li> <li>2. Be able to show the ability to plan, innovative approach to work, well organized and cooperative with fellow workers (Desirable)</li> <li>3. Scientific knowledge of Climate Change issues, and UNFCC convention (Essential)</li> </ul> <p>Other related activities as required from time to time by the ACEO and/or CEO.</p>
<b>4. Qualifications (refer to JD for full details)</b>

1. Minimum qualification is a science degree in physics, mathematics or environmental science (essential)

## Part II: Approval To Advertise Position

1. Has a Job Description been developed for the Position?			Attached	
Y			Y	
2. Details of Advertisement				
Advertised From	To	Closing Date		
Method of Advertising				
Application Forms and Instructions available from				
Telephone	Fax	E-mail		
Application sent to				
Telephone	Fax	E-mail		
Prepared by: (HRC/CEO) Faauluuluga Tautau Papalii		Signature		Date 02-Mar-22
I certify that the attached Job Description is accurate and up-to-date and that there is sufficient funding available in the Division's budget for this Position.				

## Part III: Approvals

Checked by (HRC) Faauluuluga Tautau Papalii	Signature	Date 02-Mar-22
Checked by (Chairperson, Selection Panel)	Signature	Date
Panel Member 1	Signature	Date
Independant Panel Member 2	Signature	Date
Approved by: (CEO) Lealaisalanoa Frances Brown Reupena	Signature	Date 02-Mar-22