



Job Application Form Form 2

Form must be completed by ALL Applicants

Section 1: Position Details

SQA	Section: QUALIFICATIONS DIVISION	Location: MALIFA	
Position Code: QD01/2009	Title: Assistant CEO, Qualifications	Salary Grade: M1	Salary Rate: \$80,000.00 per annum

Section 2: Personal Details

Full Name:	Gender:
Mailing Address:	Contact Phone No.
Contact Address:	Date of Birth (DD/MM/YY)

Section 3: Education Details

Most Recent Qualification	Major Area of Study	Institution Attended	Date Started	Date Finished
Any previous qualification(s)				

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Date	Duration (in days)

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	

Next previous position

Employer's Name	Date	Duration (in days)
Position Title	Number of Staff Reporting to you	

Next previous position

Employer's Name	Date	Duration (in days)
Position Title	Number of Staff Reporting to you	

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manager 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 fulfillment of the selection criteria listed below then please attach that information to this application form**

Selection Criteria
1. Appropriate levels of advanced education: a minimum of a bachelor's degree in education or relevant field. (essential)
2. Demonstrated ability to effectively plan for and manage divisional resources as well as the ability to lead and develop the resources to achieve defined and agreed targets and outputs as set out in SQA's corporate and annual management plans, in line with established SQA Code of Ethics. (essential)
3. Demonstrated ability in oral and written communication skills in both Samoan and English, analytical, decision making, and networking skills. (essential)
4. Significance previous experience of quality qualifications and programme development or experience at a management level in post school education and training (essential)
5. Relevant experience in outcomes and competency-based training and assessment and/or development of competency standards (essential)
6. Demonstrated understanding of issues and best practice in post-school education and training and qualifications/programme development (essential)

7. Relevant experience and understanding of quality assurance processes in post-school education and training (essential)
8. Sound knowledge of all relevant legislation, strategic and policy documents governing the Samoa Qualifications Authority's operations (essential)
9. Demonstrated computer literacy, organization, coordination and group facilitation skills (essential)
10. Demonstrated ability to synthesize and critically analyze information and identify potential solutions to identified issues (highly desirable)
11. Knowledge of the wide scope of post-school education and training both locally and internationally (highly 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	
Spreadsheets (Excel)		Database Management (Access)	
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	Indicate your mother tongue by ticking a box below			Speak	Read	Write
	Samoan	English	Other (specify)			
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						

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
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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 lose relation (family ties) to an individual(s) currently employed anywhere in SQA to which you are applying? (Please TICK the appropriate box)

No	Yes
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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 SQA any necessary checks to confirm the information provided by me.

Signature	Date
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