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**Job Application Form**

**Form 2**

**Form must be completed by ALL Applicants**

**Section 1: Position Details**

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| --- | --- | --- |
| **SQA** | **Section:**Qualifications Division | **Location:**Level 2, TATTE Building, Sogi |
| **Position Code:** | **Title:**Assistant Chief Executive Officer, Qualifications Division | **Salary Grade:**M1 | **Salary Rate:**$90,067 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)** |
|  |  |  |  |  |
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**Section 4: Training History**

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| --- | --- | --- |
| **Courses Relevant to Selection Criteria ONLY** | **Date** | **Duration (in years)** |
|  |  |  |
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|  |  |  |

**Section 5: Employment History**

**Current/Most Recent Position**

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **Date** | **Duration (in years)** |
| **Position Title** | **Number of Staff Reporting to you** |
| **Main Responsibilities** |  |  |

 **Next previous position**

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **Date** | **Duration (in years)** |
| **Position Title** | **Number of Staff Reporting to you** |
|  |  |  |
|  |  |  |

**Next previous position**

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **Date** | **Duration (in years)** |
| **Position Title** | **Number of Staff Reporting to you** |
|  |  |  |
|  |  |  |

**Next previous position**

|  |  |  |
| --- | --- | --- |
| **Employer’s Name** | **Date** | **Duration (in years)** |
| **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**

1. **complete this information in a true and accurate way (FAILURE TO DO SO WILL DISQUALIFY THE APPLICANT); and**
2. **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. **Educational Qualifications and Work Experience Specifications**
	* Appropriate level of advanced education: a Minimum Qualification of a Bachelor’s degree in Education, Management, Governance, Development Studies, Social Science or relevant field from a recognised University;
	* Minimum of five years at a senior management roles including qualifications and/or programme development; provision of Career Advice; development of learning pathways; qualifications recognition services; record of achievement implementation; recognition of current competency implementation; and development of a register for teachers/TVET trainers;
	* High level of meticulous skills and knowledge in qualifications and/or programme development; Career Advisory Services; educational learning pathways; qualifications recognition services; record of achievement implementation; recognition of current competency process; and register for teachers/TVET trainers development; and
	* Sound knowledge of all relevant legislations, strategic and policy documents governing the operations of the SQA and the Education Sector.
 |
| 1. **Leadership Competencies**
	* Ability to make sound, timely and effective decisions and produce results through strategic thinking and planning of Divisional activities to ensure SQA mandated functions are achieved in a timely manner; and
	* Ability to lead the Division employees through coaching, guidance, motivation and communication to ensure employees are empowered and feel accomplished.
 |
| 1. **Managerial Expertise**
	* Demonstrated understanding of management principles particularly in a qualifications and related environment;
	* Demonstrated ability in oral and written communication in both Samoan and English, analytical, decision making and networking skills; and
	* Build and manage an effective team environment within the Division to ensure effective and efficient operations of daily activities.
 |
| 1. **Intellectual and Technical Competencies**
	* Demonstrated advanced relevant computing skills in Microsoft Office applications;
	* Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions; and
	* Demonstrated sound knowledge in outcomes and competency-based training and assessment and/or development of competency standards
 |
| 1. **Values and Professionalism.**
	* Possess appropriate values and belief in what is best for the common good;
	* Is widely trusted and is seen as a direct and courageous individual;
	* Personifies values of honesty, integrity, impartiality, transparency and accountability; and
	* Demonstrate self-awareness and commitment to personal development.
 |
| 1. **Building and Sustaining Relationships.**
	* Nurtures internal and external relationships;
	* Facilitates cooperation and partnerships;
	* Values individual’s differences, strengths and potential and harness these to achieve the SQA’s mandated functions; and
	* Develops, guides and monitors employees.
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**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** |
| **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 f 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** |

If YES, please provide name(s) of your relation(s) and state nature of relationship

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| --- |
|  |

**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:

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| --- |
|  |

**Section 13: Certification and Authorization**

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** |