



SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY
PULEGA O TINEIMU MA FA'ALAVELAVE TUTUPU FA'AFUASE'I

JOB APPLICATION FORM

| Section 1: POSITION DETAILS | | | |
|------------------------------------|---|------------------|--|
| <i>Division:</i> | <i>Fire Safety and Emergency Prevention Department</i> | <i>Location:</i> | <i>Apia Fire Station</i> |
| <i>Title:</i> | <i>Assistant Commissioner</i> | <i>Salary:</i> | <i>\$94,624.00p.a plus \$900.00p.a Risk and Safety Allowance</i> |
| <i>Reporting Structure</i> | <i>The position reports directly to the Commissioner of Samoa Fire and Emergency Services Authority and is responsible for the strategic leadership and management of the Fire Safety and Emergency Department, ensuring efficient and effective awareness and prevention programs to fulfil SFESA functions.</i> | | |

| Section 2: PERSONAL DETAILS | | | |
|------------------------------------|--|-----------------------|--|
| <i>Full Name:</i> | | <i>Gender:</i> | |
| <i>Contact Phone No:</i> | | <i>Date of Birth:</i> | |
| <i>Address:</i> | | | |

| Section 3: EDUCATION DETAILS | | | | |
|-------------------------------------|----------------------------|-----------------------------|---------------------|----------------------|
| <i>Most Recent Qualification</i> | <i>Major Area of Study</i> | <i>Institution Attended</i> | <i>Date Started</i> | <i>Date Finished</i> |
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| Section 4: TRAINING DETAILS | | |
|--|-------------|-----------------|
| <i>Trainings Relevant to the Advertised Position</i> | <i>Date</i> | <i>Duration</i> |
| | | |
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| Section 5: EMPLOYMENT HISTORY | | | |
|--|--|--------------|------------------|
| Current Employment/Most Recent Position | | | |
| <i>Employer's Name:</i> | | <i>Date:</i> | <i>Duration:</i> |
| <i>Position Title:</i> | | | |
| <i>Main Responsibilities:</i> | | | |

Please address all correspondence to the Commissioner

| Next Previous Employment | | | |
|-------------------------------|--|--------------|------------------|
| <i>Employer's Name:</i> | | <i>Date:</i> | <i>Duration:</i> |
| <i>Position Title:</i> | | | |
| <i>Main Responsibilities:</i> | | | |

| Previous Employment | | | |
|-------------------------------|--|--------------|------------------|
| <i>Employer's Name:</i> | | <i>Date:</i> | <i>Duration:</i> |
| <i>Position Title:</i> | | | |
| <i>Main Responsibilities:</i> | | | |

| Section 6: SELECTION CRITERIA | |
|--|---|
| Please provide claims as to why you satisfy each criterion. Address each selection criteria on a separate sheet and attach to this form. | |
| 1 | <p>Educational Qualifications and Work Experience Specifications.</p> <ul style="list-style-type: none"> a) A Degree or Qualification related to fire engineering or related field for a period of 5 years b) Must have sound knowledge and understanding of legislations governing work of SFESA c) Knowledge and understanding of the Government of Samoa's planning framework d) Sound understanding of fire codes and code enforcement, safety regulations, building inspection techniques, hazard assessment, national security, fire suppression and emergency service issues. e) Sound knowledge of Government operations appropriate to the position, not limited to internal and external safety standards <p>Essential</p> |
| 2 | <p>Leadership Competencies.</p> <ul style="list-style-type: none"> a) Ability to recognize opportunities that the Authority can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Authority's vision and mission. b) Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms. <p>Essential</p> |
| 3 | <p>Managerial Expertise</p> <ul style="list-style-type: none"> a) Demonstrates understanding of emergency management principles particularly in a firefighting environment and strategic planning. b) Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes. c) Build effective teams and relevant systems within the Authority to ensure effective and efficient operations. <p>Essential</p> |

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| | |
|---|---|
| 4 | <p>Intellectual and Technical Competencies</p> <p>a. Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions.</p> <p>b. Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Authority is ready to respond at all times to small scale incidents and national disasters.</p> <p>c. Makes sound decisions based on common sense, experience and good judgment without prejudice.</p> <p>Essential</p> |
| 5 | <p>Values and Professionalism.</p> <p>a) Possess appropriate values and belief in what is best for the common good.</p> <p>b) Is widely trusted and is seen as a direct and courageous individual.</p> <p>c) Personifies core values of professionalism, honesty and integrity, innovation, commitment, team work and unity, health and safety, gender equality, transparency and accountability.</p> <p>d) Demonstrate self-awareness and commitment to personal development.</p> <p>Essential</p> |
| 6 | <p>Building and Sustaining Relationships.</p> <p>a) Nurtures internal and external relationship</p> <p>b) Facilitates cooperation and partnerships</p> <p>c) Values individual's differences, strengths and potential and harness these to achieve the Authority's goal</p> <p>d) Develops, guides and monitors employee's performance.</p> <p>Essential</p> |

| 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 | | | |
| Microsoft Word | | Microsoft Access | |
| Microsoft Excel | | Other System (specify) | |
| Microsoft PowerPoint | | Other System (specify) | |
| E-mail | | Other System (specify) | |

| Section 8: DISCIPLINE RECORDS CHECK | | |
|--|-----|----|
| Do you have a discipline record, any criminal convictions, or current legal proceedings against you? | Yes | No |
| If Yes, please provide discipline record. | | |

| Section 9: DECLARATION OF CLOSE RELATIONS | | |
|--|-----|----|
| Do you have a close relative currently employed by SFESA? | Yes | No |
| If Yes, please provide name(s) and nature of relationship. | | |

| Section 10: DECLARATION OF REFEREES | | | |
|--|--------------|--------------------|--------------------------|
| | Names | Designation | Contact Phone No. |
| 1 | | | |
| 2 | | | |
| 3 | | | |

| Section 11: CERTIFICATION AND AUTHORIZATION | |
|--|--------------|
| I hereby certify that the information given in my application is true and correct. | |
| Signature: | Date: |

| Please attach the following supporting documents. | |
|--|--|
| 1 | Cover Letter |
| 2 | Application Form |
| 3 | Updated Curriculum Vitae (CV) |
| 4 | Certified academic qualifications and relevant trainings |
| 5 | 3 Written Reference from Nominated Referees |
| 6 | Valid Police Report |
| 7 | Medical Report |
| 8 | Copy of Valid Driver's License |
| 9 | Passport Photo |

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