



ACCIDENT COMPENSATION CORPORATION

GUIDE FOR APPLICANTS

Position: **Principal Human Resource & Administration Officer**

Purpose: This guide provides information about the process for the recruitment and selection of the Principal Human Resource & Administration Officer within the Accident Compensation Corporation.

MAKING AN APPLICATION

GENERAL:

Your application for this position should include:

1. A short cover letter expressing interest in the position and an indication of when the applicant can start in the position if appointed;
2. A most recent curriculum vitae in three pages;
3. Complete referee details and authorization form;
4. Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (Certified copies are those that are seen and verified by an Officer of the Court as true copies of the originals);

CURRICULUM VITAE: Your CV should include:

1. Details of your work history, including the following information for every position held:
 - position title, employer and the dates you held the position
 - a list of achievements
 - a brief summary of key accountabilities

Certified copies of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application.

2. Contact details

REFEREE DETAILS:

Provide three (3) written references from three (3) referees dated within 12 months.

AUTHORIZATION FORM:

In signing the attached Authorization Form you are allowing the Board of the Accident Compensation Corporation or a designated representative to undertake the following checks:

- Approach in confidence the referees you have named and other people who have personal knowledge of you, to gather information related to your suitability for this appointment. You will be contacted if it is considered helpful to approach any referees not named in the application.
- Security checks from the Ministry of Police and general security clearance with other agencies will also be undertaken.

SUBMISSION OF APPLICATION & CLOSING DATE

Applications should be labeled:

PRINCIPAL HUMAN RESOURCE & ADMINISTRATION OFFICER

and addressed to:

**The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA.**

Closing date of applications is Friday 12th May 2023 at 4:00pm



ACCIDENT COMPENSATION CORPORATION

JOB DESCRIPTION:

- Position:** Principal Human Resource & Administration Officer
Accident Compensation Corporation
- Responsible to:** Manager Administration and Human Resource Division
Accident Compensation Corporation

OBJECTIVES

The objectives of the Principal Human Resource & Administration Officer include:

1. The recruitment, staffing, training and development, performance monitoring and employee counseling.
2. Planning, organizing, and implementing administrative systems.

DUTIES & RESPONSIBILITIES

1. Recruiting, selecting, orienting, and training employees; maintaining a safe and secure work environment; developing personal growth opportunities.
2. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results; coaching, counseling, and disciplining employees; initiating, coordinating, and enforcing systems, policies, and procedures.
3. Provides supplies by identifying needs for reception, kitchen, market, car park, lavatories and other areas by establishing policies, procedures, and work schedules.
4. Provides communication systems by identifying needs; evaluating options; maintaining equipment; raising Purchase Orders; negotiating prices, comparing quality, and delivery;
5. Completes special projects by organizing and coordinating information and requirements; planning, arranging, meeting schedules for project managers; management and Board.
6. Provides references for staff by developing and utilizing filing and retrieval systems.
7. Maintains continuity among corporate, division, and local work teams by documenting and communicating actions, irregularity reports, and continuing needs of staff.
8. Maintains professional and technical knowledge by attending educational workshops; benchmarking professional standards.

9. Reviewing publications for divisions and promoting the market for local produce and handicrafts; establishing personal networks with market vendors and ACC tenants.
10. Contributes to team effort by accomplishing related results as needed for all ACC tenants, vendors and staff.

Essential Competencies

11. Demonstrate competencies in:
 - (a) Possessing fantastic interpersonal skills and strong leadership.
 - (b) Highly organized and have experience directing and supervising others.
 - (c) Excellent communicator both orally and in writing.
 - (d) Proficient in Microsoft Office Suite
 - (e) Knowledge of customer service practices
 - (f) Project management experience
 - (g) Reporting experience

Essential Knowledge and Experience

1. At least 5 years of responsible and managerial experience in human resource development and administration matters;
2. A Minimum Qualification of a Bachelor's Degree in Administration or Management or other relevant qualifications from a recognized higher educational institution;
3. Demonstrated diverse skillset, including quality management, coaching, and the ability to motivate staff, excellent communication skills, critical thinking, and attention to details.
4. Demonstrated ability and knowledge in handling disputes from staff, tenants, market vendors and the public;
5. Demonstrated skills and confidence in the use of electronic software and programs for training activities and everyday communications with ACC stakeholders;
6. Plan, coordinate and prepare Corporate Plans, Annual Reports, Divisional Plans, Quarterly Reports, Market reports and Board Submissions on a timely basis;
7. Showed excellent command of Samoan and English languages as well as team work abilities;

Term of Contract and Remuneration

The appointment is for a fixed contractual term of three years. The Contract Salary is \$60,672.00 per year and other benefits will be the Contract and the Corporation's Staff Working Conditions Manual.

**PRINCIPAL HUMAN RESOURCE & ADMINISTRATION OFFICER
ACCIDENT COMPENSATION CORPORATION**

AUTHORIZATION FORM

I, _____ (Applicant's name), authorize the Selection Panel for the above position to undertake all necessary background and verification checks in relation to my application for the position of Principal Human Resource and Administration Officer within the Accident Compensation Corporation.

I can be contacted for all matters relating to this position on the following:

- Home/Work Address: _____
- Telephones: _____
- Emails: _____

Signature:

Date



ACCIDENT COMPENSATION CORPORATION

LEVEL 5, ACC HOUSE, APIA, SAMOA.

TELEPHONE: +685 23100

**VACANCY: PRINCIPAL OFFICER
HUMAN RESOURCE & ADMINISTRATION**

Applications are invited from interested, qualified and highly experienced persons for the above position within the Accident Compensation Corporation.

Principal Officer Human Resource & Administration

Salary Grade: \$60,672.00 p.a.

The position is for a fixed contractual term of three (3) years. The application package can be uplifted from the Office of the Accident Compensation Corporation at Level 5, ACC Building.

Applications must be marked
“Principal HR & Administration Officer”;

Please address and delivered to:

The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA

Applications will close on Friday 12th May 2023 at 4:00pm

The Application Packages can be uplifted from ACC Office, Level 5, ACC House, or via emails:
pito.lewers@acc.gov.ws or call 23100.



ACCIDENT COMPENSATION CORPORATION

JOB APPLICATION FORM

Applications are invited from interested, qualified and highly motivated persons for the position of **PRINCIPAL HUMAN RESOURCE & ADMINISTRATION OFFICER** within the Accident Compensation Corporation

SECTION 1: Position Details

Division: Administration Division	Due Date: 12 th May 2023 at 4:00pm
Position Title: Principal Human Resource & Administration Officer	Salary Grade: Contract at \$60,672 tala per year

SECTION 2: Personal Details

First Name:	Family Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
e-Mail:	Phone No (1):	Phone No (2):

SECTION 3: Education - Provide Details in CV

Most Recent Qualifications	Major Area of Study	Institution Attended	Issued Date	Year Graduated

SECTION 4: Training History - Provide Details in CV

Courses relevant to Selection Criteria ONLY	Institution/Country	Dates

SECTION 5: Employment History - Provide Details in CV**Current / Most Recent Position**

Employer's Name:	Date:	Duration in Years:
Position Title:		Number of Staff:
Main Responsibilities:		

Previous Position/Employment

Employer's Name:	Date:	Duration in Years:
Position Title:		Number of Staff:
Main Responsibilities:		

SECTION 6: Selection Criteria

Please explain how you meet the below Minimum Requirements. Attach answers and supporting documents and labelled it "Section 6: Selection Criteria".

1.	Bachelor's Degree in Management, or Human Resource Development or other related fields.
2.	Explain how you meet the selection criteria and how your work experience of five years or more helps.
3.	Demonstrate your ability in managing human resource and their development.
4.	Demonstrate your ability in effective planning and managing resources as well as your ability to lead and develop these resources to achieve defined targets.
5.	Demonstrate knowledge in applying analytical and report writing skills in English and Samoan.
6.	Demonstrate your understanding of legislation that governed the Corporation & producing reports annually, quarterly, monthly and weekly.
7.	Demonstrate your approach in resolving human resource and administration issues using scenarios and your life experience.
8.	Demonstrate how committed and reliable you are and your willingness in being part of the team.

SECTION 7: Computer Skills & Competency

Indicate your level of competency: 1 means strong/advanced, 2 means good knowledge, 3 means basic knowledge and 4 means no knowledge

Computer Software	Competency Level	Other Systems	Competency Level
MS. Word		MS. Access	
MS. Excel		MS. Outlook	
MS. PowerPoint		Other (specify):	
MS. Publisher			

SECTION 8: Discipline Records Check

Do you have a discipline record, any criminal convictions or any current legal proceeding against you? Please provide a Police report.

--

Section 9: Community Status

Outside the work environment, do you hold any position including matai titles associated with community services, and if so, please list:

--

SECTION 10: Declaration of Three Referees

Please provide addresses and contact numbers of three Referees

Referee Name:	Designation:	Address/Contact Numbers:

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed in the ACC. If YES, please provide name(s) of your relation(s) and state nature of relationship.

--

SECTION 12: Certification and Authorisation

I hereby certify that the information given in my Application is true and correct. I also give consent to conduct any character checks about me.

<i>Signature:</i>	<i>Date:</i>