



## ACCIDENT COMPENSATION CORPORATION

### GUIDE FOR APPLICANTS

**Position:** Maintenance Officer

**Purpose:** This guide provides information about the process for the recruitment and selection of the Maintenance 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.

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|---|
| <b>SUBMISSION OF APPLICATION &amp; CLOSING DATE</b> |
|---|

Applications should be labeled:

**MAINTENANCE OFFICER**

and addressed to:

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

***Closing date of applications is Friday 12<sup>th</sup> May 2023 at 4:00pm***



## ACCIDENT COMPENSATION CORPORATION

### JOB DESCRIPTION:

**Position:** Maintenance Officer  
Accident Compensation Corporation

**Responsible to:** Manager Administration and Human Resource Division  
Accident Compensation Corporation

### OBJECTIVES

The objective of the Maintenance Officer is to:

1. Provide quality control and technical support for all reactive repairs, maintenance and standard improvement works to ensure that the Corporation's assets are maintained and developed in accordance with agreed plans, objectives and values.

### DUTIES & RESPONSIBILITIES

1. Develop maintenance procedures and ensuring implementation is carried through.
2. Carry out a preventative, planned maintenance program and undertake routine inspections of the premises, fixtures, fittings, utility meters, electrical, hydraulic systems, grounds and others to identify and resolve issues.
3. Carry out repairs, maintenance, improvement works to ensure the functionality and general upkeep and maintenance of all properties.
4. Provide an efficient, cost effective, good quality repairs and maintenance service for all properties it manages including occupied developments.
5. Respond to out of hours calls as necessary and occasionally attend on site if the situation arises.
6. Plan and oversee all repair and installation activities if they are outsourced.
7. Monitor equipment inventory and place orders when necessary.
8. Monitor expenses and control the budget for maintenance.
9. Manage relationships with contractors and service providers.
10. Keep maintenance logs and report on daily activities.
11. Ensure health and safety policies are complied with.

## **Essential Competencies:**

### **I. Qualifications and Experience:**

1. Formal Trade Qualifications from a recognized vocational school.
2. Must hold & maintain current First Aid and CPR Certificates.
3. Proven practical work experience, demonstrating basic trade skills.
4. Proven "hands-on" interaction experience in service based industry.
5. Minimum of 2 years previous experience in building/site maintenance preferred.

### **II. Skills and Knowledge**

6. Excellent maintenance skills with a broad range of applications.
7. Sound knowledge and understanding of health and safety precautions.
8. Sound communication skills (verbal & written).
9. Sound knowledge of equipment operation and safety.
10. Thorough knowledge to the understanding & implementation of emergency procedures.
11. Ability to be very proactive in problem solving.

### **III. Personal/Other Attributes**

12. Commitment to high standards and attention to detail.
13. Ability to participate actively within a team.
14. Understanding in all dealings with suppliers, tenants and the public.
15. Ability to undertake work with limited supervision be self-motivated and demonstrate a flexible, adaptable attitude to achieve operational requirements.
16. Able to accept accountability and responsibility.

## **Term of Contract and Remuneration**

This is a permanent staff appointment at a starting salary of \$24,638 tala per year with allowable benefits if eligible under the ACC Employees Working Conditions Manual 2019.

**MAINTENANCE 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 Maintenance 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:**

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**Date**



**ACCIDENT COMPENSATION CORPORATION**

LEVEL 5, ACC HOUSE, APIA, SAMOA.

TELEPHONE: +685 23100

**VACANCY:**

**MAINTENANCE OFFICER**

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

Maintenance Officer  
Salary Grade: \$24,638 p.a.

The position is permanent. The application package can be uplifted from the Office of the Accident Compensation Corporation at Level 5, ACC Building.

Applications must be marked  
“Maintenance Officer”;

Please address and delivered to:

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

Applications will close on Friday 12<sup>th</sup> 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](mailto: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 **MAINTENANCE OFFICER** within the Accident Compensation Corporation

### SECTION 1: Position Details

|   |   |
|---|---|
| <b>Division:</b><br>Administration Division   | <b>Due Date:</b><br>12 <sup>th</sup> May 2023 at 4:00pm |
| <b>Position Title:</b><br>Maintenance Officer | <b>Salary Grade:</b><br>\$24,638 tala per year          |

### SECTION 2: Personal Details

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

### 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

|                               |              |                           |
|-------------------------------|--------------|---------------------------|
| <b>Employer's Name:</b>       | <b>Date:</b> | <b>Duration in Years:</b> |
| <b>Position Title:</b>        |              | <b>Number of Staff:</b>   |
| <b>Main Responsibilities:</b> |              |                           |

### Previous Position/Employment

|                               |              |                           |
|-------------------------------|--------------|---------------------------|
| <b>Employer's Name:</b>       | <b>Date:</b> | <b>Duration in Years:</b> |
| <b>Position Title:</b>        |              | <b>Number of Staff:</b>   |
| <b>Main Responsibilities:</b> |              |                           |

## 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. | Formal Trade Qualifications from a recognized vocational school.  |
| 2. | Demonstrate your experience in maintenance procedures and how they are implemented.   |
| 3. | Demonstrate your response under pressure in terms of urgent activities and your routine maintenance.                          |
| 4. | Demonstrate your ability in planning and managing resources and your ability to lead and achieve defined maintenance targets. |
| 5. | Demonstrate your knowledge in applying theory into practical with examples from your relevant field of work.                  |
| 6. | Demonstrate your understanding of any trade legislation that governed your work.  |
| 7. | Explain your approach in resolving 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? A Police Report will be Requested from you if you are shortlisted for an interview.

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**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:

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|--|
|  |
|--|

**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.

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**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> |
|                   |              |