



ACCIDENT COMPENSATION CORPORATION

GUIDE FOR APPLICANTS

Position: **Principal Information Technology Officer**

Purpose: This guide provides information about the process for the recruitment and selection of the Principal Information Technology 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 two to 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:

- 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.

- Contact details

REFEREE DETAILS:

Provide three (3) written references from two (2) 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:

APPLICATION FOR THE POST OF PRINCIPAL INFORMATION TECHNOLOGY OFFICER,
addressed and delivered to:

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

Closing date of applications is Friday 16th February 2024 at 4:00pm



ACCIDENT COMPENSATION CORPORATION

JOB DESCRIPTION:

Position:

Principal Information Technology Officer
Accident Compensation Corporation

Responsible to:

Manager Information Technology
Accident Compensation Corporation

OBJECTIVES

The Principal IT officer provides skilled guidance and technical direction to a team responsible for overseeing and managing all technological resources, network systems, databases, information systems and connectivity. This encompasses the upkeep of network infrastructure, computing and communication devices and connections for ACC core Database systems. Additionally, this role carries the responsibility of establishing a well-organized approach to guarantee the Corporations continuous enhancement and maintenance of its technology infrastructure, aligning with business needs.

DUTIES AND RESPONSIBILITIES

Skills and Attributes

The Principal Information Technology Officer must possess the following skills and attributes:

1. Technical Skills:
 - a. Deployment, development, and maintenance of all hardware and software systems and network infrastructure and IT management within the Corporation;
 - b. Install, upgrade and provide security for all information technology systems including Wi-Fi and camera systems;
2. Soft Skills:
 - a. Communicate well with staff and help solve technological issues;
 - b. Multitask through great prioritization and organizational skills and managing projects in a timely manner;

- c. Be analytical in finding logical solutions to problems quickly, diagnose technological issues and fix it without cost or minimum cost;
- d. Be creative in improving processes to help staff find innovative solutions to their problems;

Essential Functions

The Principal Information Technology Officer performs the following essential functions: and monitoring

1. Create and sustain IT infrastructure along with telecommunications equipment and network.
2. Devise strategies and offer recommendations for hardware acquisitions, security and disaster recovery implementation, standards establishment, purchasing protocols, and service provisions.
3. Adhere to Corporation objectives, goals, and approved budgetary guidelines.
4. Construct analyses detailing costs and benefits for IT expenditures and initiatives.
5. Supervise the delivery of end-user services, encompassing help desk operations and technical support services.
6. Guarantee the preservation of privacy and security for user information and all associated systems.
7. Execute additional responsibilities as designated by the General Manager or IT Manager.

Essential Competencies

1. Demonstrated sound competencies and possess great knowledge on social security systems;
2. Conscientious and efficient in meeting commitments, observing deadlines and achieving results;
3. Demonstrated strength and flexibility in leadership and managerial skills in overseeing facilities, administrative; and human resources.
4. Develop clear goals that are consistent with approved strategic mechanisms; prioritize activities and allocate resources appropriately; monitor and adjust plans and actions as necessary;
5. Identify strategic issues, opportunities and risks; generate and communicate broad and compelling organizational directions;
6. Demonstrated understanding on the application of relevant technological systems that could work for the Corporation to enhance efficiency in the finance and accounts work of the Corporation.

Essential Professional Knowledge and Experience

1. At least 5 years of responsible professional and managerial experience in a Ministry or Corporation or a recognized IT company or organisation; (Essential)
2. A Bachelor's Degree in science majoring in computing; (Essential)
3. Demonstrated ability and knowledge in strategic and analytical thinking, strategic planning and interpretation of systems and expressing logical solutions quickly; (Essential)
4. Demonstrated ability in multitasking, time management, and organisational skills; (Essential)
5. Demonstrated skills and knowledge in network infrastructure, system upgrades; website and database development; (Essential)
6. Demonstrated knowledge in organisational skills, prioritizing tasks, and providing logical solutions to problems quickly.
7. Demonstrated knowledge in drafting, designing, implementing and presenting reports to the Management and Board; (Essential)
8. Showed excellent command of written and oral Samoan and English languages as well as team work abilities; (Essential)

Term of Contract and Remuneration

The appointment is for a fixed contractual term of three years. Salary is \$64,920 per year and benefits are listed in the Accident Compensation Corporation Employees Working Conditions Manual 2023.

**MANAGER ADMINISTRATION AND HUMAN RESOURCE DIVISION
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 Information Technology Officer of 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