



# ACCIDENT COMPENSATION CORPORATION

## JOB APPLICATION FORM

Applications are invited from interested, qualified and highly motivated persons for the position of **PRINCIPAL INFORMATION TECHNOLOGY OFFICER** with the Accident Compensation Corporation

<b>SECTION 1: Position Details</b>	
<b>Division:</b> Information Technology Division (IT)	<b>Due Date:</b> 16th February at 4:00pm
<b>Position Title:</b> Principal Information Technology Officer	<b>Salary Grade:</b> \$64,920 p.a.

<b>SECTION 2: Personal Details</b>		
<b>Name(s):</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>Post Code:</b>	<b>Phone No (1):</b>	<b>Phone No (2):</b>
<b>e-Mail:</b>	<b>Facsimile:</b>	

<b>SECTION 3: Education - Provide Details in CV</b>				
<b>Most Recent Qualifications</b>	<b>Major Area of Study</b>	<b>Institution Attended</b>	<b>Issued Date</b>	<b>Year Graduated</b>

**SECTION 4: Training History - Provide Details in CV**

<i>Courses relevant to Selection Criteria ONLY</i>	<i>Institution/Country</i>	<i>Dates</i>

**SECTION 5: Employment History - Provide Details in CV**

**Current / Most Recent Position**

<b>Employer's Name:</b>	<b>Start Date:</b>	<b>Duration:</b>
<b>Position Title:</b>		<b>Number of Staff:</b>
<b>Main Responsibilities:</b>		

**Previous Position**

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

**Previous Position**

<b>Employer's Name:</b>	<b>Date:</b>	<b>Duration:</b>
<b>Position Title:</b>		<b>Number of Staff:</b>

**Main Responsibilities:**

**SECTION 6: Selection Criteria**

Please address each selection criteria on a separate sheet.

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)

**SECTION 7: Computer Skills & Competency**

Indicate your level of competency: 1 means excellent/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/Database	
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? If Yes, please provide full statement in a separate sheet.

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**SECTION 9: Declaration of Three Referees**

Please provide addresses and contact numbers of three Referees

Referee Name:	Designation:	Address/Contact Numbers:

**SECTION 10: Declaration of Close Relations**

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

	<i>No</i>	<i>Yes</i>

**SECTION 11: 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 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>