



## ACCIDENT COMPENSATION CORPORATION

### GUIDE FOR APPLICANTS

**Position:** **Manager Claims and Investigation**

**Purpose:** This guide provides information about the process for the recruitment and selection of the Manager Claims and Investigation of 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 two (2) 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 MANAGER CLAIMS & INVESTIGATION**, addressed and delivered to:

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

***Closing date of applications is Thursday 14<sup>th</sup> July 2024 at 4:00pm***



## ACCIDENT COMPENSATION CORPORATION

### JOB DESCRIPTION:

**Position:** Manager Claims and Investigation  
Accident Compensation Corporation

**Responsible to:** General Manager  
Accident Compensation Corporation

### OBJECTIVES

The objectives of the Claims and Investigation Division include:

- compensation of workers who suffer personal injury by accident arising out of and in the course of their employment or;
- compensation of workers who contract certain occupational diseases and
- compensation of persons who in Samoa suffer personal injury by an accident occurring in connection with the use of certain types of conveyances; and
- compensation of certain dependents of those workers and persons where death results from the injury; and
- all relevant and related duties associated with the work of the Accident Compensation Corporation, and include but not limited to the following:

### DUTIES AND RESPONSIBILITIES

1. Plan, organize, and coordinate the daily operation of the Division in accordance with the Accident Compensation Act 1989 and the Amendments of 2003 and 2009 as well as any subsequent amendments;
2. Review processes and policies and make proposals for improvement of investigation and compensation scheme;
3. Interpret and compensate the accident compensation scheme beneficiaries in accordance with the legislation;
4. Advise and make recommendations to the General Manager and Board on issues relating to the compensation scheme.

5. Research on occupational diseases involving workers and take all practical steps to establish evidence to compensate these workers injured or died from these diseases;
6. Plan, coordinate and lead inspections and investigations into work related accidents and specified conveyance accidents for confirmation of rightful dependents;
7. Update the Accident Database and train employees in utilizing the data to prepare reports for the General Manager and Board decisions, as well as other relevant stakeholders;
8. Prepare and present monthly reports for the General Manager's information, quarterly reports for the Ministry of Public Enterprises and the Division's activities and work-in-progress for the Corporation's annual reports.
9. Advise the General Manager and the Board of Directors on issues pertaining to claims and investigation;
10. Conduct job evaluation and appraise staff performances every year.
11. Act as Officer-in-charge when appointed by the General Manager from time to time upon her absence;
12. Any other relevant duty as may be directed by the General Manager from time to time.

### **Essential Competencies**

1. Conduct investigation or inquiry and summon witnesses and receive evidence as are conferred for the purpose of the Act.
2. Check and approve claims for compensation calculated in accordance with the legislation.
3. Demonstrate knowledge on strategic planning perspectives and policy on investigation procedures and compensation scheme
4. Demonstrate competencies in providing quick decision-making analysis on the scheme beneficiaries.
5. Demonstrate strength and flexibility in leadership and managerial skills in overseeing human resources and Corporation assets.
6. Demonstrate understanding on the application of relevant technological systems that could work for the Corporation to enhance efficiency in the issuance of compensations to clients.

### **Essential Knowledge and Experience**

1. At least 7 years of responsible professional and managerial experience in a government Ministry or Corporation or a recognized organization dealing with social security system; (Essential)

2. A Minimum Qualification of a Bachelor's Degree in Management, Economics or other relevant qualification from a recognized higher educational institution; (Essential)
3. Demonstrated ability and knowledge in strategic planning and analytical thinking and interpreting the legislation in relation to the accident compensation scheme; (Essential)
4. Demonstrated ability on mechanisms that enhances reporting of accidents from work places, after hours, and specified conveyance propelled by engines; (Essential)
5. Demonstrated skills and confidence in the use of electronic software and programs for research, investigation of occupational diseases and compensation schemes; (Essential)
6. Showed in-depth knowledge of the Accident Compensation legislation; (Essential)
7. Plan, coordinate and prepare Corporate Plans, Annual Reports, Divisional Plans, Quarterly Reports and Board Submissions on a timely basis; (Essential)
8. Showed excellent command of 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. Other terms of contract including salary and benefits will be similar to those applicable to Managers of other Corporations and Statutory Authorities.

**MANAGER CLAIMS AND INVESTIGATION 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 Manager Claims and Investigation Division 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:**

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**Date**



**ACCIDENT COMPENSATION CORPORATION**

LEVEL 5, ACC HOUSE, APIA, SAMOA.

TELEPHONE: +685 23100

**VACANCY: MANAGER CLAIMS & INVESTIGATION**

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

Manager Claims and Investigation

Salary Grade: \$92,771 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 "Application for the Post of Manager Claims and Investigation";

Please address and delivered to:

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

Applications will close on Thursday 14<sup>th</sup> March 2024 at 4:00pm

The Application Packages can be uplifted from ACC Office, Level 5, ACC House, or download from Office website [www.acc.gov.ws](http://www.acc.gov.ws) or via email [tony.natanielu@acc.gov.ws](mailto:tony.natanielu@acc.gov.ws) or call 23100.