



## ACCIDENT COMPENSATION CORPORATION

### GUIDE FOR APPLICANTS

**Position:** Safety Promotion Officer - Works

**Purpose:** This guide provides information about the process for the recruitment and selection of the Safety Promotion Officer – Works 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 with 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.

<b>SUBMISSION OF APPLICATION &amp; CLOSING DATE</b>
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Applications should be labeled:

**Safety Promotion Officer - Works**

And addressed to:

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

***Closing date of applications is Friday 15<sup>th</sup> March 2024 at 4:00pm***



## ACCIDENT COMPENSATION CORPORATION

### JOB DESCRIPTION:

**Position:**

Safety Promotion Officer - Works  
Accident Compensation Corporation

**Responsible to:**

Manager Safety Promotion and Prevention Division  
Accident Compensation Corporation

### OBJECTIVES

The objective of the Safety Promotion and Prevention Division is to take a leading role in the reduction of social, economic and physical impacts of accidents on workers and the community through the promotion of safety and in rehabilitating the victims.

This position focuses on creating, enacting, and updating work safety programmes for employers and workers that encompass national safety regulations as well as organizational standards for safety at work and in the workplace. He or she assists with training employers and workers on the importance of health and safety on the job.

### DUTIES & RESPONSIBILITIES

The appointee will be largely responsible for:

1. Conducting field investigation and research of accidents involving workers at workplaces and in other settings (home, sports and recreation);
2. Updating the accident database through on-going data entry, data cleansing and data analysis for producing quality output reports;
3. Working harmoniously with other safety officers toward interpreting and translating accident data for formulating, planning, organizing and implementing safety promotions;
4. Coordinating safety promotion programmes and trainings for employers and workers during and outside working hours;
5. Providing timely and high-quality reports and advices for use by management and stakeholders on issues relating to safety, and accident prevention programs for workers;
6. Sharing information, suggestions, and observations with other safety staff to create consistency in safety standards throughout the team and the entire corporation;

7. Maintaining effective liaison with all relevant stakeholders towards establishing a close and effective working relationship and partnership for the safety of workers; and
8. Any other relevant duties as directed by the Manager Safety Promotion and Rehabilitation or any one of the Management from time to time.

### **Minimum Requirements:**

1. Degree in Safety Management, engineering or related fields with at least 3 years relevant work experience;
2. Computer literate with excellent analytical and report writing skills;
3. Honest, committed and reliable and is willing to be part of the team;
4. Fluent in English and Samoan both written and oral;
5. Ability and flexibility to work long hours when needed with minimum supervision; and
6. Good public relation skills.

### **Key Competencies:**

1. Sound problem solving capabilities and flexibility of approach.
2. Ability to maintain high workloads, and meet deadlines within specified time frames.
3. Ability to demonstrate strong teamwork and collaboration skills with high personal motivation.
4. Good attention to details.
5. Good presentation and interpersonal skills.
6. Good organizational and planning skills.

### **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 2023. Remuneration will be based on qualifications and work experience.

**Safety Promotion Officer - Works  
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 Safety and Promotion Officer – Works 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:**  
**Safety Promotion Officer - Works**

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

Safety Promotion Officer - Works  
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  
“Safety Promotion Officer – Works”

Please address and delivered to:

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

Applications will close on Friday 15<sup>th</sup> March 2024 at 4:00pm

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