



APPLICATION INFORMATION PACKAGE

The following documents are included in this Vacancy's Application Information Package:

- 1) Important Information about filling in your Application Form**
- 2) Current Job Description**
- 3) Job Application Form 2**
- 4) Application Statistics Form**

Before you apply

Read the Job Description and Selection Criteria carefully. The Job Description describes the tasks and responsibilities of the role. The Selection Criteria lists any qualifications, skills and abilities, experience and past work performance, and personal attributes which need to be satisfied before you are considered for a position.

In addition to satisfying the merit factors for this position (found in the application form and job description), **you must also be between the ages of 16 and 55 years** as per PSC Act 2004 Section 39.

Preparing your Application

1. Job Application Form – Form 2

For an application to be considered by the Selection Panel all sections of the Application Form 2 must be completed and signed. If any information provided on this form is found to be incorrect, it may jeopardize your chances of being interviewed for the position.

When supplying the names of all three referees please ensure that they are able to comment on your past work performance in relation to the job you are applying for, such as past and current supervisors or work colleagues.

It is imperative that all applicants address the selection criteria using examples to demonstrate how they meet the particular criteria. The selection criteria should be addressed using a separate sheet of paper that should be attached to the application form. As a guide the suggested length of response to each criteria should be between one paragraph and one page (in some instances dot points may be appropriate to assist with clarity)

2. Applications need to submit the following documentation together with the Application Form to be considered:

Cover Letter: No more than a page to explain why your application should be considered for the position.

Current Curriculum Vitae (CV): Should include relevant information such as personal details, education history, employment history, trainings and professional affiliations, references, etc.

3 Referees: Written references from current employer, previous employer, and a character referee not dating back more than a year.

Supporting documents such as certified copies of qualification: Applicants should ensure that they are providing the most relevant and up to date information pertaining to their qualifications. Ensure copies are attached and NOT the original documents (unless requested by Selection Panel)

3. Address your application to:

Acting Chief Executive Officer
Ministry of Commerce, Industry & Labour
ACC Building, Level 4
APIA

(Note the position code and title you are applying for)

4. Application Statistics Form:

All applicants must complete the Application Statistics form and submit together with the Job Application Form 2. Once the Ministry has received your completed Application Form, the Confirmation of Receipt will be stamped and dated. You will need to keep this slip as confirmation of date and time we received your application form.



POSITION DESCRIPTION

Position Title :	Inspector of Companies and Cooperative Societies
Division/Section:	Registries of Companies and Intellectual Properties
Salary Grade:	A8 \$21,086.00pa
Location:	Ministry of Commerce, Industry & Labour
Approved date of JD:	12 th June 2025
Position Code:	CL002392
Supervisor Code:	CL002443

Overview of the Ministry:

To deliver on Government's vision of building a diversified and sustainable economy, our strategic intentions, driven by our vision for *"Samoa to have a productive economy that provides sustainable opportunities for its people."*

MCIL's purpose is to foster economic growth and prosperity in the private sector by promoting business interest through advocacy of public-private partnership through more than 30 legislation and regulatory frameworks. It encourages industry development, foreign investment and guarantees the rights of citizens to participate in the economy of Samoa. It also set standards to regulate fair competitive practices to promote a level playing field in commercial trading and employers.

Purpose of the Position:

To ensure inspections of registered companies and cooperatives are carried out and to keep accurate records of all companies and cooperatives.

Key Deliverables:

- Manage registration of Companies and Cooperative societies
- Report on inspection findings of registered companies and cooperative societies
- Ensure confidentiality of information's
- Divisional Support

Key Responsibilities:

Key Areas of Responsibility	Performance Expectations/Deliverables
Carry out inspections to registered companies	<ul style="list-style-type: none">• Carry out inspections of registered companies and cooperative societies to ensure that these legal entities comply with that statutory requirements prescribed in the respective legislation.• Prepare reports on inspection of registered companies and cooperative

	societies
Database update and reporting	<ul style="list-style-type: none"> • Maintain and update database of registered companies and cooperative societies • Prepare follow up letters on particular matters pertaining to certain companies and cooperative societies • Retrieve files required for searches of companies and cooperative societies.
Administration of Companies and Cooperative Society	<ul style="list-style-type: none"> • Carry out photocopies of documents required by companies and cooperative societies or other interested members of the public • Carry out photocopies of documents required when legal action is taken against companies and cooperative societies • Dispatch of notices and correspondences pertaining to the work of the division • Assist clients with their online applications • Assist client with their paper applications for registration of cooperatives • Assist with investigations of companies and cooperative cases • Assist with correspondence to inquiries via phone and email related to the registration of companies and cooperatives
Training and Awareness Programs	<ul style="list-style-type: none"> • Assist with training and awareness programs of the division

CORE COMPETENCIES / SELECTION CRITERIA

MERITS	COMPETENCY	DESCRIPTOR
SKILLS & ABILITIES	1. Problem Solving	<ul style="list-style-type: none"> • Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules
	2. Communication	<ul style="list-style-type: none"> • Confidently communicates in a clear, concise and articulate manner in both written and oral

	3. Report Writing	<ul style="list-style-type: none"> • Possess excellent aptitude to conduct research, analytical and report writing
	4. Interpersonal Skills	<ul style="list-style-type: none"> • Demonstrated ability to work individually or as part of a team with mature approach when dealing with people
	5. Computer Literate	<ul style="list-style-type: none"> • Aptitude in Microsoft Word, Excel, PowerPoint, Access and other relevant software applications.
	6. Inspection and Investigative Skills	<ul style="list-style-type: none"> • Specific skills in carrying out inspections and investigations for non-compliance
PERSONAL ATTRIBUTES	1. Public Service Values	<ul style="list-style-type: none"> • Familiar with the Code of Conduct • Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
	2.Integrity and Honesty	<ul style="list-style-type: none"> • Displays professionalism and provides impartial advice when needed • 2.2 Model and promote positive attitude of the Public Service and Labour Inspector Code of Conduct at all times
	3.Commitment/Personal Drive	<ul style="list-style-type: none"> • Enthusiastic in implementing work plan for the success of the division • Show patience and tolerance when necessary, but at the same time be firm and assertive when the situation arises
EXPERIENCE & PAST WORK PERFORMANCE	1. Experience	<ul style="list-style-type: none"> • Demonstrate knowledge in registration and assessing of applications • Worked with diverse people and basic understanding in assessing and registration of applications • Knowledge and understanding of the registration of incorporated societies, credit unions and charitable trust

	2. Past Work Performance	<ul style="list-style-type: none"> • Evidence of Past Work Performance from your previous employers
QUALIFICATION	1. Formal Qualification	<ul style="list-style-type: none"> • Minimum of a Bachelor of Commerce in Economics or relevant discipline • Short Term/Capacity Building Trainings and Workshops on relevant area • Professional Affiliations



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

Ministry MCIL	Section RCIP	Location ACC BUILDING LEVEL 4
Position Code CL002392	Title Inspector of Companies and Cooperative Societies	Supervisor Position Code CL002443
	Salary Grade A8	Salary Rate \$21,086.00 pa

Section 2: Personal Details

First Name:	Last Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
Post Code:	Phone No (1):	Phone No (2):
e-Mail:	Facsimile:	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

Employer's Name	Date	Duration
Position Title		Number of Staff:
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title		Number of Staff:
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title		Number of Staff :
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title		Number of Staff:
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. Indicate aspects of their work experience which indicate their ability to satisfy each Merit Factor in executing the duties specified in the Job Description.
2. Complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. Supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS :

1. Skills and Abilities (refer to JD for full details)

Problem Solving
Communication
Report Writing
Interpersonal Skills
Computer Literate

2. Personal Attributes (refer to JD for full details)

Inspection and Investigative skills

Public Service Values
Integrity and Honesty
Commitment/Personal Drive

3.1 Experience (refer to JD for full details)**3.2 Past Work Performance**

Refer JD attached

5. Qualification (refer to JD for full details)

Minimum of a Bachelor of Commerce in Economics or relevant discipline
Short Term/Capacity Building Trainings and Workshops on relevant area
Professional Affiliations

Section 7: Computer Skills and Competency

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good knowledge; 4= strong/advanced capabilities

Main Applications	Competency level:	Other Systems	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms Powerpoint		Other (specify)	
E-mail		Other (specify)	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills	Indicate your mother tongue by ticking a box below	Speak	Read	Write
CODE	Samoan			
1. Limited conversation, reading of newspapers, routine correspondence	English			
2. Engage freely in discussions, read write more difficult material	Other (specify)			
3. Speak, read and write (nearly) as well as mother tongue.				

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)	No	Yes
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IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)

No**Yes**

If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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Applicant Statistics Form

This form is specifically for the use of gathering statistics.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office	<input type="text" value="MCIL"/>
Position Title	<input type="text" value="Inspector of Companies and Cooperative Societies"/>
Position Code	<input type="text" value="CL002392"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify)	<input type="text"/>

Current Employment Status – please tick the appropriate box that describes your current employment status

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

☐ Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Organisation has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:	<input type="text" value="Inspector of Companies and Cooperative Societies"/>	Position Code:	<input type="text" value="CL002392"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>