



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.



Ministry of Commerce, Industry and Labour
Matagaluega o Pisinisi, Alamanuia ma Leipa



+685 20441 | 20442
info@mcil.gov.ws
www.mcil.gov.ws

Please address all correspondence to the Chief Executive Officer

P.O Box 862, Level 4 ACC House Apia SAMOA

POSITION DESCRIPTION

Position Title:	Investment Promotion Officer
Position Code:	CL002464
Reports to:	CL002444 (Supervisor Code: ACEO Industry Development and Investment Promotion Division)
Division:	Industry Development and Investment Promotion Division
Location:	Level 4, ACC Building
Salary Grade:	A08 \$21,086.00 per annum

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 promote and regulate foreign investment in Samoa through promoting investment opportunities, assessing applications and monitoring the activities of foreign investors in line with the Foreign Investment Act 2000 and the Citizenship Investment Act 2015.

Key Deliverables:

- Completed assessments of applications for Foreign Investment Certificates (FICs), citizenship by investment program and other investment proposals.
- Reports on findings from inspections and investigations on registered foreign investment enterprises and citizenship by investment program are prepared and reviewed by the Principal Investment Promotion Officer.
- Collection and compilation of information for development and review of investment promotion materials on a regular basis.

Key Responsibilities:

Key Areas of Responsibility	Performance Expectations/Deliverables
1. Facilitate Foreign Investments and Private Sector Assistance	<ul style="list-style-type: none"> • Administer and evaluate investment proposals in line with the provisions of the Foreign Investment Act 2000 and its Regulation 2011. • Facilitate assigned assistance programs on private sector investments in line with the objectives and guidelines of these assistances to relevant Steering Group & Committees. • Coordinate and facilitate appropriate arrangements for incoming industry & investment missions; • Update and maintain Foreign Investment Database. • Conduct inspections and compile reports on existing and new investments initiatives within the country. • Provide quality advice to stakeholders enquires on investment enquiries. • Coordinate and prepare presentations and organize workshops for public awareness or training programmes on investment issues.
2. Monitoring and Evaluation	<ul style="list-style-type: none"> • Develop a plan for monitoring and evaluating the performance of approved foreign investments • Coordinate site visits to foreign investment enterprises and investigations into projects that have been reported or noted operating against the conditions of the Foreign Investment Act 2000 and compile reports on findings; • Prepare reports to Cabinet through management and the Foreign Investment Advisory Committee on the status of foreign investments.
3. Servicing of the Committees and Board Meetings	<ul style="list-style-type: none"> • Provide Secretariat support [preparation of meeting notices & agendas, contact & follow up members' participation, preparation of meeting documentations, arranging refreshments and recording of minutes] to various Committees and Boards under the division's investment jurisdiction.
4. Preparation of annual work plans, budgets and reports	<ul style="list-style-type: none"> • Assist in developing an annual plan of actions for the promotion of investment opportunities. • Assist with the preparation of the Divisions' annual consolidated work plan, annual budget and compilation of annual reports. • Analyze records in foreign investment database and prepare reports on outcome for information of division, management and stakeholders.
5. Research & Updating of Publications & Promotional Materials	<ul style="list-style-type: none"> • Undertake research into matters associated with investment and business development. • Review existing investment projects (investment studies) and the development of new potential opportunities and updating of key documents including the National Investment Policy Statement, Samoa Investment Guide and other relevant publications. • Collect, analyze, compile and upload relevant investment information on Ministry website.
6. Representation to National and International Meetings & Trainings	<ul style="list-style-type: none"> • Represent the Ministry and Government in national, regional and international where issues on industry development & investment matters are discussed; • Prepare reports and file notes on these representations with a basic objective of identifying relevant priority issues and outlining viable options that could be considered for implementation.

Core Competencies /Selection Criteria

MERITS	COMPETENCY	DESCRIPTOR
SKILLS & ABILITIES	1. Problem Solving	<ul style="list-style-type: none"> • Demonstrate an open minded attitude when assessing a wide range of issues and impacts within a defined context • Understand theoretical side of matters and application in practical situations on arising issues where relevant • Undertake impartial research and apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules
	2. Communication and Presentation Skills	<ul style="list-style-type: none"> • Communicate clearly in written and verbal English and Samoan Languages • Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation • Possess a strong understanding of key issues, use of effective delivery tacts for a convincing and balanced rationale
	3. Deliver and Achieve outcomes/results	<ul style="list-style-type: none"> • Understand and appreciates the organisations direction through the implementation of set work tasks towards the achievement of corporate objectives • Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results
	4. Building and Sustaining Relationships	<ul style="list-style-type: none"> • Client focused, understands facilitates and commits to effective service delivery • Builds and sustains relationships within the organisation and across the public and private sectors • Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale • Promotes the purpose of the organisation through networking and reciprocal sharing of authorized information with clients and the public
PERSONAL ATTRIBUTES	1. Commitment & Drive	<ul style="list-style-type: none"> • Work effortlessly in any circumstances • Committed to work, team and organisation by cooperating in team activities and valuing the input of staff at every level • Work together to achieve a common purpose
	2. Integrity	<ul style="list-style-type: none"> • Acts with integrity at all times • Demonstrates precision in assigned work operations and decision making • Role model professionalism, impartial and objectivity in approach to sensitive matters • Presents authorized information where needed
	3. 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.
	4. Creative and Innovation	<ul style="list-style-type: none"> • Generates new ideas regarding the job. • Tries old solutions to problems, but will search for new methods when challenged. • Seen as creative and a contributor in brainstorming settings.

EXPERIENCE	1. Experience and Past Work Performance	<ul style="list-style-type: none"> • Worked with diverse people and basic understanding in inspection and investigation methods • Knowledge of policies and legislations governing the work of investment promotion and regulation in Samoa
QUALIFICATION	1. Educational Qualification	<ul style="list-style-type: none"> • Bachelor's Degree in Commerce with advantage in the area of economics and business management or relevant field • Training on industry development and investment promotion



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

Ministry MCIL	Section IDIP	Location ACC BUILDING, LEVEL 4	
Position Code CL002464	Title Investment Promotion Officer	Supervisor Position Code CL002444	
		Salary Grade A8	Salary Rate \$21,086.00

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 and Presentation Skills
Deliver and Achieve outcomes/results
Building and Sustaining Relationship

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

Commitment & Drive
Integrity
Public Service Values
Creative and Innovation

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

Refer JD attached

5. Qualification (refer to JD for full details)

Bachelors Degree in Commerce with advantage in the area of economics and business mangement or relevant field

Training on Industry development promotion

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

CODE

- Limited conversation, reading of newspapers, routine correspondence
- Engage freely in discussions, read write more difficult materi
- Speak, read and write (nearly) as well as mother tongue.

Indicate your mother tongue by ticking a box below	Speak	Read	Write
Samoan			
English			
Other (specify)			

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

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.

Section10: 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="Investment Promotion Officer"/>
Position Code	<input type="text" value="CL002464"/>

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="Investment Promotion Officer"/>	Position Code:	<input type="text" value="CL002464"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>