



## 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

<b>Position Title:</b>	Executive Legal Officer
<b>Position Code:</b>	CL002503
<b>Reports to:</b>	CL002480 (Supervisor Code) ACEO Legal Division
<b>Division:</b>	Legal Division
<b>Location:</b>	Level 4, ACC Building
<b>Salary Grade:</b>	A17 \$67,845.00 - Max 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:

The primary objective of the Legal Support Officer is to assist the Assistant CEO Legal Services in providing legal and strategic advice to each of the core divisions of the Ministry. Advice is to be on all legal matters relating to the work of the Ministry to facilitate the Ministry's vision "to support the Government's vision to lead and excel in the provision of quality service to foster economic growth for all".

### Key Deliverables:

- Provide effective, high-quality support to the Assistant CEO Legal Services.
- Ensure the effective operation of the Legal Unit for both secretarial, administrative and technical assistance to the Legal function.
- Coordinating, responding and reporting on ILO conventions under the Labour & Employment Act 2013 (LERA), procurement and contract assistance, and database management.
- Ensure effective and efficient liaison with appropriate parties and undertake any follow-up action as necessary to ensure the Ministry is meeting legislative requirement.

**Key Responsibilities:**

Key Areas of Responsibility	Performance Expectations/Deliverables
<b>Provide legal advice on all MCIL administered Legislation, other government legislations and International Conventions</b>	<ul style="list-style-type: none"><li>• Provide legal advice and interpretation required in the formulation of policies, implementation and Monitoring and Evaluating,</li><li>• Provide legal research and strategic advice and guidance on issues relating to the interpretation, administration and enforcement of the laws and regulations under the Ministry's mandate,</li><li>• Provide legal and strategic advice to the Ministry CEO as Board member for various government agencies,</li><li>• Review and provide sound legal advice and guidance on documents with legal content produced by staff members of the Ministry including but not limited to contract, memorandum of understanding, terms of reference, correspondence, public awareness materials and information in order to ensure that such documents are legally accurate, effective and up to date,</li><li>• Interpret international conventions between the Ministry and the international community and provide advice where required,</li><li>• Assist the process of ratification of ILO conventions, and reporting on the implementation of ILO conventions under the Ministry,</li><li>• Prepare warrant of appointments in a timely and efficient manner,</li><li>• Assist ACEO Legal Services in court proceedings by preparing and filing appropriate court applications and legal documents, and represent the Ministry in court proceedings where required,</li><li>• Execute Ministry legal documents including but not limited to contract signing, statutory declaration and certification in a timely manner,</li><li>• Create and foster close partnerships with others in the legal profession to facilitate legislation implementation.</li></ul>
<b>Ensure the Ministry adheres to the Government Procurement processes and guidelines</b>	<ul style="list-style-type: none"><li>• Review Ministry Tender documents and provide advice to ensure Ministry projects/activities are run in an efficient and timely manner,</li><li>• Assist in managing the Ministry's local and international donor procurement activities, ensuring that the Ministry is empowered to use government procurement guidelines/processes and contract templates approved by the Office of the Attorney General,</li><li>• Identify and address any issues to ensure compliance with government procurement process, financing donor guideline and legislation,</li><li>• Coordinate with the Office of the Attorney General to ensure any changes to the government procurement process are communicated to the legal team and staff.</li></ul>

<b>Enhance legal literacy within the Ministry to improve decision making, investigation and enforcement of Ministry laws</b>	<ul style="list-style-type: none"> <li>Identify legal training needs within the various ministry divisions,</li> <li>Assist in the identification of priority capacity development needs related to trade negotiations for TCM sector plan,</li> <li>Assist in the coordination of the TCM capacity development assessment and the implementation of recommendations,</li> <li>Assist the Assistant CEO Legal Services to design and execute legal training on topics such as:</li> <li>Administrative decision making and enforcement of Ministry legislation</li> <li>Use of legal search engines such as PacLII</li> <li>Legislative interpretation and case or common law</li> <li>Investigation and inspection in accordance with legal requirements,</li> <li>Produce written materials to improve legal literacy and understanding of legal roles and powers within the Ministry's staff.</li> <li></li> </ul>
<b>Facilitating administration of the Legal Unit</b>	<ul style="list-style-type: none"> <li>Represent or attend government, parliamentary and Ministry conciliation meetings and conferences on behalf of the Assistant CEO Legal Services as required;</li> <li>Responsible for mainstreaming Ministry policies through daily activities of the Legal Unit;</li> <li>Assist the Assistant CEO, Legal Services in the preparation of Legal Unit annual work plans;</li> <li>Carry out research and prepare proposals for funding of Trade based on priorities outlined in the TCM Plan;</li> <li>Liaise and foster partnerships with private sector and civil society stakeholders;</li> <li>Prepare documents for consultations with stakeholders and other activities such as workshops.</li> </ul>
<b>Liaise with the Office of the Attorney General on legislative reform matters</b>	<ul style="list-style-type: none"> <li>Assist the Assistant CEO Legal Services to coordinate and review the work of Technical Advisor's engaged by the Ministry to ensure their work are completed within a timely and efficient manner,</li> <li>Identify and address legal issues requiring reform, amendment or review within the Ministry's suite of legislation to ensure that Samoa's business laws comply with global business demands, WTO requirements and international obligations,</li> <li>Assist Ministry staff in providing policy instructions to the OAG legislative drafting team in relation to the development of legislation and regulations to be administered by the Ministry..</li> </ul>

## Core Competencies /Selection Criteria

MERITS	COMPETENCY	DESCRIPTOR
SKILLS & ABILITIES	1. Strategic Thinking	<ul style="list-style-type: none"> <li>• Understands organizational direction and sets work tasks that align with the strategic objectives.</li> <li>• Understands the relationship between self and organizational goals.</li> <li>• Recognize impact of operational work on organization's direction.</li> <li>• Considers wide issues when assessing the impacts of issues.</li> <li>• Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence.</li> <li>• Determined and passionate in meeting operational goals and possesses a positive attitude towards change.</li> </ul>
	2. Building and Sustaining Relationships	<ul style="list-style-type: none"> <li>• Commits to client service, builds and sustains relationships within the organization and across the public service.</li> <li>• Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders.</li> <li>• Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the divisional level.</li> <li>• Encourages and motivates people to engage in continuous learning and in activities to sustain morale.</li> <li>• Communicates in a clear, concise and articulate manner.</li> <li>• Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.</li> </ul>
	3. Delivers/achieves results	<ul style="list-style-type: none"> <li>• Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities.</li> <li>• Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations.</li> <li>• Adopts a planned approach to the management of programs and defines high-level objectives and supports translation into implementation strategies.</li> <li>• Supports a culture of achievement and ensures planned projects / targets are monitored to achieve expected outputs.</li> <li>• Strives for quality and ensure compliance with regulatory requirements.</li> </ul>

PERSONAL ATTRIBUTES	4. Leadership	<ul style="list-style-type: none"> <li>Shows ability to lead and manage planned targets with commitment to achieving same.</li> <li>Shows confidence and willingness to lead targets.</li> <li>Shows sound analytical and innovative skills and commitment in carrying out legal duties of the Sector</li> </ul>
	5. Management	<ul style="list-style-type: none"> <li>Scope out length and of task and projects, determine resources and set individual objectives and goals of Trade, Commerce and Manufacturing Sector.</li> <li>Measures performance against individual objectives and track progress of divisional goals.</li> <li>Effectively manages tasks and projects accountable for.</li> </ul>
	6. Multi-tasking skills	<ul style="list-style-type: none"> <li>Ability to perform task related duties to avoid disruption of work.</li> </ul>
	1. Integrity	<ul style="list-style-type: none"> <li>Widely trusted and seen as a direct and truthful individual.</li> <li>Presents truthful information in an appropriate and helpful manner.</li> <li>Work in a professional manner despite personal preferences.</li> <li>Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
	2. Commitment/Personal Drive	<ul style="list-style-type: none"> <li>Pursues work with energy and drive.</li> <li>Persevere to achieve goals in the face of resistance and setback.</li> <li>Consistently meets goals and pushes for results.</li> </ul>
	3. Intellect and Judgment	<ul style="list-style-type: none"> <li>Applies intellect and knowledge to weigh up complex information and identify critical factors and issues.</li> <li>Explores options in full and makes sound decisions under pressure.</li> <li>Handles concepts and complexity comfortably and can communicate and summarize them effectively to others.</li> </ul>
E X P	4. Networking	<ul style="list-style-type: none"> <li>Ability to create positive client relations through efficient service delivery and being customer focused.</li> <li>Maintains a working relationship with the ministry as well as general public.</li> </ul>
E X P	5. Creative and Innovation	<ul style="list-style-type: none"> <li>Generates new ideas regarding the job.</li> <li>Tries old solutions to problems, but will search for new methods when challenged.</li> <li>Seen as creative and a contributor in brainstorming settings.</li> </ul>
E X P	1. Experience	<ul style="list-style-type: none"> <li>Relevant years of experience.</li> </ul>

		<ul style="list-style-type: none"> <li>• Experience in Legal practice and legislation will be an advantage.</li> </ul>
	2. Past Work Performance	<ul style="list-style-type: none"> <li>• Must have strong evidence of past work performance for example, Performance Appraisal and work reference from direct supervisor of past work.</li> </ul>
QUALIFICATION	1. Formal Qualification	<ul style="list-style-type: none"> <li>• A Bachelor of Laws (LLB) is required.</li> <li>• Must be a member of the Samoa Law Society.</li> </ul>

**All signatures to be completed prior to filing:**

Prepared by: Executive Legal Officer \_\_\_\_\_ Sign & Date:

Reviewed by: ACEO Legal Services \_\_\_\_\_ Sign & Date:

Endorsed by Chief Executive Officer \_\_\_\_\_ Sign & Date



# Job Application Form

## Form 2

Form must be completed by Applicant

## Section 1: Position Details

<i>Ministry</i> MCIL	<i>Section</i> LEGAL DIVISION	<i>Location</i> ACC BUILDING, LEVEL 4
<i>Position Code</i> CL002503	<i>Title</i> Executive Legal Officer	<i>Supervisor Position Code</i> CL002480
	<i>Salary Grade</i> A17	<i>Salary Rate</i> \$67,845.00

## Section 2: Personal Details

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

### Section 3: Education Details

## Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country

## Section 5: Employment History

Current / Most recent Position

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

Next previous position

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

Next previous position

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

Next previous position

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

## Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manager 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 criterion 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 below then please attach that information to this application form.

### MERIT FACTORS :

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

Strategic Thinking  
Building and Sustaining Relationships  
Delivers/Achieves results  
Leadership

**Due Date:****(refer to PSOC)****Executive Legal Officer - CL002503**

Integrity  
 Commitment/Personal Drive  
 Intellectual and Judgement  
 Networking  
 Creative and Innovation

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

Relevant Years of experience  
 Experience in Legal practice and legislation will be an advantage

**5. Qualification (refer to JD for full details)**

A Bachelor of Laws (LLB) is required  
 Must be a member of the Law Society

**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 capability

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**

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

**Indicate your mother tongue by ticking a box below**

**Speak****Read** 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

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

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 service? 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	MCIL
Position Title	Executive Legal Officer
Position Code	CL002503

### Demographics – *please tick the appropriate box:*

Gender  Female  Male

Nationality  Other  Other (please specify)  

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

Internal (Same Ministry)  Other Public Service/Government Ministries/Office  Employed in SOE/Public Bodies  Employed in Private Sector

NGOs  Not Employed  Self Employed  Studying  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	<span style="border: 1px solid black; padding: 2px;"> </span>
<input type="checkbox"/> Ministry Website (please specify)	<span style="border: 1px solid black; padding: 2px;"> </span>
<input type="checkbox"/> Local Paper (please specify)	<span style="border: 1px solid black; padding: 2px;"> </span>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<span style="border: 1px solid black; padding: 2px;"> </span>
<input type="checkbox"/> Word of mouth/Friends/Family Member	<span style="border: 1px solid black; padding: 2px;"> </span>
<input type="checkbox"/> Other (please specify)	<span style="border: 1px solid black; padding: 2px;"> </span>

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 stamp 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*

<b>Position Title:</b>	Executive Legal Officer	<b>Position Code:</b>	CL002503
<b>Name:</b>	<span style="border: 1px solid black; padding: 2px;"> </span>	<b>Date Received</b>	<span style="border: 1px solid black; padding: 2px;"> </span>
<b>Email/Postal Address</b>	<span style="border: 1px solid black; padding: 2px;"> </span>		