



## **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:	Senior Labour Mobility & Development Training Skills Officer
Position Code:	CL002538
Reports to:	Principal Policy Officer (CL002508)
Division:	Labour Employment Export Program Division
Location:	SNPF Building, Level 2, Apia
Salary Grade:	A14/ \$42,358 per annum

### Overview of the Ministry:

To deliver on the Government of Samoa's vision of a diversified and productive economy that provides sustainable opportunities for all Samoan. MCIL promotes private-sector growth through advocacy, public-private partnerships, and the administration of over 30 legislative and regulatory frameworks. Its mandate includes industry development, foreign investment, fair competition, and the protection of workers' and employers' rights.

MCIL also holds key employment and labour responsibilities, overseeing employment services, labour market programmes, foreign employment, industrial relations, and workplace safety and standards. A central function is the Labour Employment Export Program (LEEP), established in 2007 and transferred to MCIL in 2017, which facilitates overseas employment opportunities for Samoan workers under bilateral agreements, supporting income growth and national development.

### Purpose of the Position:

The Senior Training Officer is responsible for the strategic coordination and continuous improvement of training programs for candidates participating in the PALM and RSE schemes under the Labour Employment Export Program (LEEP). This includes ensuring alignment with international employer expectations, enhancing worker readiness and employability, supporting reintegration for workers and their families, and upskilling pathways for returning workers.

### Key Deliverables

1. Pre-departure and Return Worker Briefings are consistently delivered to a high standard for both PALM and RSE workers.
2. Training materials are reviewed and updated on a timely basis to reflect any new changes relevant to labour mobility workers including employer feedback, CLO reports and LEEP/PLMSP monitoring data.
3. Effective working relationships are consistently maintained with local and international partners and stakeholders.
4. Maintain an updated record of briefings and Trainings (Pre Departure Briefing, Return Worker Briefing, Team Leader Training and etc) conducted on the In country Recruitment Database (IRD System)
5. Monitor and report training outcomes against established key performance indicators on a timely basis.

6. Support reviews of internal M&E tools and mechanisms used for monitoring trainings and reintegration programs and initiatives to support evidence based decision making.
7. Engage in the design and review of Reintegration programs to support returning workers and families through provision of clear referral pathways into local employment, further training or business support services.
8. Standard operating procedures related to training and reintegration programs are developed and regularly reviewed and improved.
9. Provide accurate, clear and timely written briefs and updates on trainings and reintegration programs as requested LEEP/MCIL Management or stakeholders.
10. Professional representation of MCIL and LEEP in public forums (national and international level) and provide written file notes for the Management.

### Key Responsibilities:

Key Areas of Responsibility	Performance Expectations/Deliverables
<b>Training Coordination and Delivery</b>	<ul style="list-style-type: none"> <li>• Prepare and deliver Pre-Departure Briefings and Return briefings, integrating PALM and RSE scheme-specific modules.</li> <li>• Periodically review resources and materials for training, ensuring relevance to the Samoan context.</li> <li>• Ensure LEEP staff are trained and ready to assist in this delivery when necessary.</li> <li>• Collaborate with Australia-based (PLMSP) and NZ-based (SPLM) support teams to ensure training reflects current employer needs and compliance standards.</li> <li>• With support of PLMSP and SPLM, develop digital and blended learning resources to improve accessibility for rural candidates.</li> </ul>
<b>Stakeholder Engagement</b>	<ul style="list-style-type: none"> <li>• Build relationships with relevant stakeholders with direct and indirect involvement in worker related training.</li> <li>• Liaise and collaborate with Samoan and International training providers to continuously improve training programs.</li> <li>• Coordinate with PALM and RSE Country Liaison officers (CLOs) to ensure feedback from employers via CLOs inform training design.</li> <li>• Promote pathways for returning workers to transition into local employment or entrepreneurship</li> </ul>
<b>Research and Information Management</b>	<ul style="list-style-type: none"> <li>• Utilize and maintain the in Country Recruitment database, capturing of worker training history and post-return engagement.</li> <li>• Support the development and facilitation of monitoring tools, including employer surveys.</li> </ul>

	<ul style="list-style-type: none"> <li>• Monitor training outcomes using relevant performance indicators (e.g., employer and worker satisfaction).</li> </ul>
Relationship Management and Communications	<ul style="list-style-type: none"> <li>• Provide support for employer, ministerial and inter-governmental visits between Samoa, Australia and New Zealand if and when required.</li> <li>• Support preparing communications materials to advance the objectives of the Division</li> </ul>
Operational Support	<ul style="list-style-type: none"> <li>• Support the development of reintegration programs that include financial literacy, small business training, and vocational upskilling.</li> <li>• Prepare, coordinate and deliver pre-departure and return worker programs to workers participating on the labour mobility schemes (and also families).</li> <li>• Support community awareness sessions to promote LEEP and labor mobility benefits.</li> <li>• Contribute to consultations with government ministries and non-government organizations as appropriate.</li> <li>• Support the regular review of operating procedures used by the Division.</li> <li>• Support overall efforts by the Division to elevate Service Delivery standards at all times (in line with the Ministry's Service Charter)</li> </ul>

### Core Competencies /Selection Criteria

MERITS	COMPETENCY	DESCRIPTOR
SKILLS & ABILITIES	1. Problem Solving	<ul style="list-style-type: none"> <li>• Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context.</li> <li>• Understands theoretical side of matters and application in practical situations on arising issues where relevant</li> <li>• Apply analytical thinking in assessing pros and cons of specific situations based on legislations, rules, procedures, and other relevant documents.</li> </ul>
	2. Communication & Presentation	<ul style="list-style-type: none"> <li>• Communicates clearly in written and verbal (Samoan and English).</li> <li>• Corresponds, conveys and report on work related matters in a timely and also concise manner to minimize misinterpretation.</li> <li>• Takes initiative to use all forms of communication to follow up on information required to complete assigned tasks.</li> <li>• Possess a strong understanding or enthusiasm to learn about key trends relating to Labour Mobility in order to make recommendations for improvement.</li> </ul>

	3. Achieves and Delivers Results	<ul style="list-style-type: none"> <li>• Understands and appreciates the Ministry's direction, through the implementation of set work tasks towards the achievement of corporate objectives.</li> <li>• Demonstrates enthusiasm and passion in assigned work to motivate others in the timely delivery of work results.</li> <li>• Ability to design and deliver competency-based training aligned with international labour standards.</li> </ul>
	4. Building Relationships	<ul style="list-style-type: none"> <li>• Client focused, understands, facilitates and commits to effective service delivery.</li> <li>• Build and sustain relationships within the Ministry and across the public service.</li> <li>• Supports teamwork and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale.</li> <li>• Promotes the purpose of the Ministry through networking and reciprocal sharing of authorized information with clients and the wider public.</li> </ul>
PERSONAL ATTRIBUTES	1. Commitment & Drive	<ul style="list-style-type: none"> <li>• Committed to the work, team and Ministry by cooperating in team activities and valuing the input of staff at every level.</li> <li>• Work together to achieve a common purpose.</li> </ul>
	2. Integrity and Honesty	<ul style="list-style-type: none"> <li>• Acts with integrity always</li> <li>• Always Model and promote positive attitude of the Public Service Code of Conduct</li> <li>• Demonstrates precision in assigned work operations and decision making.</li> <li>• Role models professionalism, impartiality, and objectivity in approach to sensitive matters.</li> <li>• Presents authorized information where needed.</li> </ul>
	3. Customer Focus	<ul style="list-style-type: none"> <li>• Projects a positive public image for Ministry.</li> <li>• Works with energy and enthusiasm to achieve the best results for our customers.</li> <li>• Responds to the needs of internal and external customers and take responsibility for ensuring follow up action.</li> <li>• Provides a professional, quality service.</li> <li>• Tailors the service provided to appropriately meet the diverse needs of customers.</li> <li>• Encourages and recommends on customer feedback and suggestions for improvement to Ministry's services and products.</li> <li>• Identifies better ways of doing things to provide continuously improving customer service.</li> </ul>

	4. Team Work	<ul style="list-style-type: none"> <li>• Treats people with respect and courtesy recognizing their needs and views.</li> <li>• Deals with people in an honest and straight forward manner.</li> <li>• Accurately and clearly conveys timely information and ideas, using a style and manner of presentation which meets the diverse needs of the audience.</li> <li>• Establishes, builds and maintains relationships and networks both internally and externally.</li> <li>• Presents effective arguments to influence others and achieve negotiated solutions.</li> <li>• Provides timely, honest and constructive feedback to others, both formally and informally.</li> <li>• Contributes to creating a motivated environment where goals can be achieved.</li> </ul>
	5. SPS Value	<ul style="list-style-type: none"> <li>• Familiar and understands the Code of Conduct (PSC Act 2004, Section 19)</li> <li>• Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness (PSC Act 2004, Section 17)</li> </ul>
EXPERIENCE & PAST WORK PERFORMANCE	1. Experience	<ul style="list-style-type: none"> <li>• Relevant and up to date experience (at least 3 years) planning and delivering training/educational programs</li> <li>• Experience in facilitating workshops, presentations and coaching/mentoring of others</li> <li>• Demonstrated experience in stakeholder engagement and collaboration</li> <li>• Proven track record in managing cross-cultural training environments and liaising with international stakeholders</li> <li>• Strong interpersonal skills and an understanding of working with Samoan Government and other Government stakeholders</li> <li>• Outstanding attention to detail and analytical thinking skills</li> <li>• Skilled in the use of Microsoft Office products including Word, Excel, PowerPoint, Outlook</li> <li>• Self-motivated - demonstrate high levels of initiative to plan and manage priorities.</li> </ul>
	2. Past Work Performance	<ul style="list-style-type: none"> <li>• Provide strong evidence of past work performance (e.g. Performance Appraisal and work reference from direct supervisor of past work).</li> </ul>

QUALIFICATION	<b>1. Formal Qualification</b> <ul style="list-style-type: none"> <li>Minimum qualification of a Degree in Education, Public Administration, Human Resource or related field from a recognised University. Prior experience in labour mobility space as well as Additional certifications or training in adult learning, cross cultural communication would be an advantage.</li> </ul>
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<p><b>All signatures to be completed prior to filing:</b></p> <p>Prepared by: Principal Human Resources &amp; Administration Officer _____ Sign &amp; Date</p> <p>Reviewed by: ACEO Corporate Services _____ Sign &amp; Date</p> <p>Endorsed by Chief Executive Officer _____ Sign &amp; Date</p>
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# Job Application Form

## Form 2

Form must be completed by Applicant

### Section 1: Position Details

Ministry MCIL	Section LEEP	Location SNPF BUILDING, LEVEL 1
Position Code CL002538	Title Senior Labour Mobility&Developmnt Trng Skills Offcr	Supervisor Position Code CL002511
	Salary Grade A14	Salary Rate \$42,358.00 per annum

### 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 & Presentation  
Achieves and Delivers Results  
Building Relationships

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

Commitment & Drive  
Integrity and Honesty  
Customer Focus  
Team Work  
SPS Value

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

Please refer to JD attached

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

Minimum qualification of a Degree in Education, Public Administration, Human Resource or related field from a recognised university. Prior experience in labour mobility space as well as Additional certifications or training in adult learning, cross cultural communication would be an advance.

**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
<b>CODE</b>	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

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

MCIL

Position Title

Senior Labour Mobility&Developmnt Trng Skills Offcr

Position Code

CL002538

### 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?

☐

PSC Website

☐

Ministry Website (please specify)

☐

Local Paper (please specify)

☐

PSC/Ministry Noticeboard (please specify)

☐

Word of mouth/Friends/Family Member

☐

Other (please specify)

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

### Confirmation of Receipt

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