



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



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Please address all correspondence to the Chief Executive Officer

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

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 criterion 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 reference letters 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:

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.

5. Do not submit Applications via email.

Please make your way into our office at the ACC Building, Level 4, Apia to submit your application package, emailed application packages will not be accepted as discrepancies tend to occur due to technical and technological difficulties. When you submit your application package, it will be checked and stamped, after which you will then be provided proof of receipt from our office to signify as evidence that we have received it in its entirety.



POSITION DESCRIPTION

Position Title :	Registry Officer – Intellectual Properties (Search)
Division/Section:	Registries of Companies and Intellectual Properties
Salary Grade:	A8 \$21,086.00pa
Location:	Ministry of Commerce, Industry & Labour
Approved date of JD:	20 March 2026
Position Code:	CL002459
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 receive and process all applications for the registration of intellectual properties received by the Ministry;

- To receive all objections to the registration of intellectual properties received by the Ministry;
- To undertake searches of intellectual property registers;
- To assist in the maintenance of the intellectual property registers;

Key Deliverables:

- Manage registration of Intellectual Properties
- Report on inspection findings of registered IP
- Ensure confidentiality of information’s
- Divisional Support

Key Responsibilities:

Key Areas of Responsibility	Performance Expectations/Deliverables
Inspections of Intellectual Property	<ul style="list-style-type: none"> • Receive all incoming Intellectual Property applications for registration, objections to registrations; intellectual property related queries and other correspondences; • Process and prepare paper files and filing receipts for applications received;

	<p>Process objections against registration of intellectual properties received by the Ministry;</p> <ul style="list-style-type: none"> • Scan and/or file electronically all applications, objections and correspondences received by the Registries of Companies and Intellectual Properties Division
Inspections of Intellectual Properties	<ul style="list-style-type: none"> • Carry out regular inspections of businesses dealing in intellectual properties pursuant to the intellectual property laws of Samoa;
Searching and Maintaining Intellectual Property files	<ul style="list-style-type: none"> • Undertake searches of the intellectual property registers as requested by right holders, their agents and/or other stakeholders upon payment of relevant fees; · Retrieve paper and/or electronic files required for the searches of the intellectual property registers; • Make relevant photocopies or printing of specific parts of the intellectual property registers as required by right holders, their agents and/or other stakeholders • Carry out both paper and electronic filing of all documents associated with the maintenance of all Intellectual Property Registers; • Assist in research as instructed by senior officers necessary for the examination of applications for registrations and/or determination of objections received by the Ministry
Training and Awareness Programs	<ul style="list-style-type: none"> • Assist in preparing the advertisement of intellectual properties on the Government Gazette, other newspapers and relevant websites as part of the registration process; • Assist in the organisation of catering and venues for consultations, trainings awareness programmes, workshops and other programmes; • Assist in the preparation of materials for intellectual property related consultations, trainings, awareness programmes, workshops and other programmes; • Assist in writing file notes, press releases, reports and articles on the work of the Division; Assist in drafting letter and other correspondences as instructed by senior staff; • Dispatch notices and correspondences pertaining to the work 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"> • Bachelor of Commerce in Economics or relevant discipline • Short Term/Capacity Building Trainings and Workshops on relevant area • Professional Affiliations

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="Registry Officer - Intellectual Properties (Search"/>
Position Code	<input type="text" value="CL002459"/>

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="Registry Officer - Intellectual Properties (Search"/>	Position Code:	<input type="text" value="CL002459"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

<i>Ministry</i> MCIL	<i>Section</i> RCIP	<i>Location</i> ACC BUILDING, LEVEL 3	
<i>Position Code</i> CL002459	<i>Title</i> Registry Officer - Intellectual Properties (Search	<i>Supervisor Position Code</i> CL002443	
		<i>Salary Grade</i> A8	<i>Salary Rate</i> \$21,086.00

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

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 Investigate Skills

Public Service Values
Integrity and Honesty
Commitment/Personal Drive

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

Evidence of Past Work Performance from your previous employers

5. Qualification (refer to JD for full details)

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 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.	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.

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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