



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

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:	Senior Labour Inspector of Industrial Relations - Wages and Conditions
Position Code:	CL002432
Reports to:	CL002422 (Supervisor Code) ACEO IREPOSH
Division:	Industrial Relations, Employment Permits & Occupational Safety and Health (IREPOSH)
Location:	Level 4, ACC House
Salary Grade:	A12 \$34,438.00 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 ensure effective enforcement of labour laws such as the Labour and Employment Relations Act 2013 and its Regulations 2025 as well as standards, provide advisory services, and support the management and development of the Industrial Relations division to promote fair and compliant working conditions in Samoa. Assist in compilation and submission of the International Labour Standards Reports to the ILO Geneva in a timely manner.

Key Responsibilities:

Key Areas of Responsibility	Performance Expectations/Deliverables
Advisory Role	<ul style="list-style-type: none">✓ Provide daily advice to employers and employees on working conditions and entitlements under the Labour and Employment Relations Act 2013 and its Regulations 2025.✓ Provide timely advice to the Principal Labour Inspector on any concerns related to improvement of duties.✓ Provide sound advice to the ACEO through the Principal Labour Inspector on issues concerning applicable ILO conventions relating to labour and employment standards.
Record Management and Report writing	<ul style="list-style-type: none">✓ Maintain and update key databases, including Issues and Advice, Employment of Children, Business Profiles, and Grievances relating to labour employment records.✓ Receive, analyse, assess and provide analytical reporting of labour and employment relations grievances brought by employers and employees for non-compliance of existing labour laws and regulations.✓ Assist the Principal Labour Inspector in drafting and submitting monthly, quarterly, and annual reports.✓ Compile and prepare report on routine inspection findings.✓ Assist in the preparation and compilation of statistics in relation with International Labour Standard for Samoa on ratified conventions, unratified conventions, and periodic surveys required by the Committee of Expert on an annual basis.✓ Assist in research on the progress reports of the twelve Conventions ratified by the Government of Samoa that includes conducting interviews with relevant stakeholders in the implementation of relevant Conventions.✓ Research and make reference to ILO compendium of courts decisions on issues arising from the labour and employment relations grievances in the provision of final reports.
Monitoring and Technical Support	<ul style="list-style-type: none">✓ Coordinate and enforce compliance with labour laws by employers and employees, including the LERA 2013 and its Regulations 2025.✓ Conduct routine monthly inspections of employment terms and conditions across both government corporations and private businesses.✓ Conduct mediation and conciliation, if required, for employment grievances and ensure it is settled amicably.✓ Assist the Principal, in chairing informal conciliation matters when required.✓ Provide recommendations to the ACEO on strategies to address high risk areas of noncompliance.✓ Investigate and analyse labour grievances lodged with the Ministry, providing detailed research-based insights

	<ul style="list-style-type: none"> ✓ Assist the Principal Labour Inspector in planning, managing, budgeting, and allocating work within the Industrial Relations division.
Supporting Role	<ul style="list-style-type: none"> ✓ Provide guidance and support to Labour Inspectors in the execution of their duties. ✓ Assist the Principal Labour Inspector in coordinating awareness programs and workshops on compliance with labour laws, ILO conventions, and related regulations. ✓ Assist in the preparation of the Samoa National Tripartite Forum, the Child Labour Taskforce and Minimum Wage Taskforce meetings, trainings, awareness programs and workshops. ✓ Contribute to the development of the strategic work plan of the Division, in both labour inspection and OSH areas, and the development of relevant activities to attain Divisional objectives. ✓ Assist in the preparation of the Samoa National Tripartite Forum, Child Labour and Minimum wage Taskforce meetings, trainings, awareness programs and workshops ✓ Perform any other duty as may be assigned by the ACEO, IREPOSH.

Core Competencies /Selection Criteria

MERITS	COMPETENCY	DESCRIPTOR
SKILLS & ABILITIES	1. Problem Solving	<p>1.1 Demonstrate an open-minded attitude when assessing a wide range of issues and impacts within a defined context.</p> <p>1.2 Understand theoretical side of matters and application in practical situations on arising issues where relevant</p>
	2. Building and Sustaining Relationships	<p>2.1 Clients focused, understands, facilitates and commits to effective service delivery</p> <p>2.2 Builds and sustains relationships within the organisation and across the public service</p> <p>2.3 Supports team work and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale</p>
	3. Report Writing	<p>3.1 Possess excellent aptitude to conduct research, analytical and report writing</p>
	4. Results Driven	<p>4.1 Understands and appreciates the organization's direction, through the implementation of set work tasks towards the achievement of corporate objectives</p>

		<p>4.2 Ability to manage competing priorities and deadlines to ensure allocated work are achieved.</p>
	<p>5. Communication and Presentation Skills</p>	<p>5.1 Communicates clearly in written and verbal</p> <p>5.2 Correspond, convey and report in sequential order information and work related matters to minimize misinterpretation</p> <p>5.2 Process a strong understanding of key issues, use of effective delivery tacts for a convincing and balance rationale</p>
	<p>6. Leadership</p>	<p>6.1 Natural leadership ability to provide on-going coaching to labour inspectors when required.</p> <p>6.2 Ability to provide constructive feedback, conduct performance appraisals, and lead by example.</p>
	<p>7. Policy Analysis and Development</p>	<p>7.1 Policy Analysis and Development Strong ability to review, interpret, and develop labour laws, policies, and guidelines.</p> <p>7.2 Experience in drafting and reviewing industrial relations policies, minimum wage policies, and compliance framework</p>
	<p>8. Conciliation and Mediation</p>	<p>8.1 Ability to assist and conduct conciliation and mediation between employers and employees in a calm behaviour;</p> <p>8.2 Ability to put forward recommendations that will resolve employment grievances in an amicable manner.</p> <p>8.3</p>
<p>PERSONAL ATTRIBUTES</p>	<p>1. Commitment/Personal Drive</p>	<p>1.1 Work effortlessly in any circumstances</p> <p>1.2 Committed to the work, team and organization by cooperating in team activities and valuing the input of staff at every level</p> <p>1.3 Work together to achieve a common purpose</p> <p>1.4 Ability to work in Teamwork and Collaborate with the Industrial Relations Team</p>
	<p>2. Integrity and Honesty</p>	<p>2.1 Show patience and tolerance when necessary, but at the same time be firm and assertive when the situation arises</p> <p>2.2 Role models professionalism, impartial and objectivity in approach to sensitive matters</p>

	3. Resilience and Adaptability	3.1 Ability to remain focused under pressure, be patient and effectively handle challenging situations. 3.2 Adapts quickly to new regulations, policies, and procedural changes in industrial relations.
	4. SPS Values	4.1 Familiar with the Code of Conduct. 3.2 Role models the SPS Values of Honesty, Impartiality, Service, respect, transparency, accountability, efficiency and effectiveness
EXPERIENCE AND PAST WORK PERFORMANCE	1. Work Experience	1.1 Demonstrate knowledge in inspections and investigation methods. 1.2 Awareness of the existing Labour & Employment Acts and its Regulation. 1.3 Strong aptitude in report writing and experience in compiling national labour reports. 1.4 Proven ability to conduct effective monitoring and evaluation, risk management and performance management.
	2. Past Work Performance	2.1 Evidence of previous work experience for at least 5 years.
QUALIFICATION	Formal Qualification	1.1 Bachelor degree in Commerce, Law, Industrial Relations and relevant field; or 1.2 Relevant training in employment relations, policy development etc; or 1.3 Professional affiliations

All signatures to be completed prior to filing:

Prepared by: ACEO IREPOSH/Principal IR _____

Reviewed by: ACEO Corporate Services _____

Endorsed by Chief Executive Officer _____

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="Senior Labour Inspector of Industrial Relations"/>
Position Code	<input type="text" value="CL002432"/>

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="Senior Labour Inspector of Industrial Relations"/>	Position Code:	<input type="text" value="CL002432"/>
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> IREPOSH	<i>Location</i> ACC BUILDING, LEVEL 4	
<i>Position Code</i> CL002432	<i>Title</i> Senior Labour Inspector of Industrial Relations	<i>Supervisor Position Code</i> CL002432	
		<i>Salary Grade</i> A12	<i>Salary Rate</i> \$34,438.00

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 Building and Sustaining Relations Report Writing Results Driven Communication and Presentation Skills
2. Personal Attributes (refer to JD for full details)
Leadership Policy Analysis and Development Conciliation and Mediation

Commitment/Personal Drive
 Integrity and Honesty
 Resilience and Adaptability
 SPS Value

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)

Bachelor degree in Commerce, Law, Industrial Relations and relevant field; or
 Relevant training in employment relation, policy development etc, or
 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
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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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