

JOB DESCRIPTION

POSITION TITLE	Samoa Liaison Officer – Australia
DIVISION:	Labour and Employment Export Program
MINISTRY	Ministry of Commerce Industry and Labour
SALARY GRADE:	A18 - SAT\$74,335 per annum on a contractual basis of 3 years + applicable allowances
POSITION CODE	CL002527
LOCATION	Brisbane, Queensland
RESPONSIBLE TO	Assistant CEO – Labour and Employment Export Program
ELIGIBILITY TO APPLY:	Samoa Citizens living in Samoa only are eligible to apply
Overview of the Ministry:	
<p>To deliver on Government’s vision of building a diversified and sustainable economy, our strategic intentions, driven by our vision for <i>“Samoa to have a productive economy that provides sustainable opportunities for its people.”</i></p> <p>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.</p>	
Purpose of the position:	
To provide effective management and administration of the supply and demand for seasonal employment leading to economic and social opportunities for improved quality of life for communities.	
Key relationships:	
<ul style="list-style-type: none"> ❖ Pacific Labour Scheme & Seasonal Workers Program Approved Employers ❖ Samoan seasonal workers ❖ Office of the Samoa High Commission in Canberra ❖ Office of the Samoa Consulate General in Sydney ❖ Local Samoan communities (church, village etc) 	

DUTIES AND RESPONSIBILITIES

Technical Responsibilities:

1. Assist in providing advice on issues pertaining to the efficient and effective management of Samoan workers under the Pacific Australia Labour Mobility Programs (PALM);
2. Provide and coordinate the pastoral care to Samoan workers deployed for the PALM in close liaison with the Office of the Samoa Consul General in Sydney, and the Samoan High Commission Office in Canberra, Australia;
3. Assist with the administrative matters concerning the employment and welfare of workers under the PALM;
4. Monitor the performance of Samoan workers under the PALM including any irregularities in the performance of their duties and inform the ACEO-LEEP accordingly with relevant advice for the improvement of workers’ performance;
5. Lead and coordinate a marketing strategy for the promotion of Samoan workers to approved Australia employers and industry associations;
6. Liaise regularly with workers and team leaders through zoom meetings or other media platforms to discuss and negotiate any issues that may arise with the employers or within the team;
7. Liaise and strengthen close working relationships with the Department of Foreign Affairs and Trade (DFAT) and the Department of Employment (DoE) as well as the Labour Mobility Assistance Program

representatives and employers to enable discussion of any issues of relevance to worker safety, productivity, welfare and acceptable behaviour, to ensure there is appropriate and timely response to employer requirements and/or concerns;

8. Create, update and monitor a database on worker profiles for those deployed under the PALM;
9. Coordinate and facilitate meetings between employers and workers and/or team leaders as needed;
10. Represent the interests of Samoa at relevant meetings with employers and stakeholders as may be required;
11. Conduct periodic visits to Samoan workers under the PALM in collaboration with the Offices of the Samoa High Commission in Canberra and the Consulate General in Sydney;
12. Facilitate the arrival and departure of Samoan workers under the PALM upon commencement and completion of their contracts;

Management and Administration.

13. Provide monthly reports to the CEO and ACEO on the PALM workers progress, developments and any issues that may arise;
14. Ensure necessary plans are in place for effective and efficient monitoring and reporting on workers' employment and welfare issues;
15. Lead and be a role model for the Public Service Values in the execution of duties and responsibilities as prescribed in the Terms of Reference;
16. Fully accountable for the management and use of resources allocated for effective and efficient performance of the prescribed duties for the position, in accordance with prevailing policies, regulations and instructions as may be directed from time to time;
17. Assist in identifying priority needs and targets for the Division's annual submission on performance measures and budgetary provisions;
18. Represent the Ministry at any international or national seminars, training, meetings and conferences and other collaborations as directed by the CEO-MCIL;

CORE COMPETENCIES/SELECTION CRITERIA

MERITS	COMPETENCY	DESCRIPTOR
SKILLS AND ABILITIES	1. Strategic Thinking	<ul style="list-style-type: none"> • Recognizes impact of organization’s direction and role within the government and community. • Understands organizational direction and aligns/translates strategic objectives into operational activities. • Provide advice to Government based on analysis of a broad range of issues. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • Applies intellect and knowledge to weigh up information and identify critical factors and issues. • Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.
	2. Building and Sustaining Relationships	<ul style="list-style-type: none"> • Is committed to client services, builds and sustains relationships within the organization, across the public service, with the public and stakeholders. • Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and cooperation through sharing information. • Mentors, provides constructive feedback and recognizes success and engages in activities to sustain morale. • Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication. • Adapts communication style and message to meet needs, has a strong grasp for key issues and presents a convincing and balanced rationale.
	3. Leadership	<ul style="list-style-type: none"> • Ability to lead and manage change and shows high level of commitment in meeting set targets. • Deals with concepts and complexity comfortably and exhibits sound judgment in making decisions. • Inspire a positive attitude to work and provide a clear sense of direction in activities the Liaison Officer is expected to lead. • Develops innovative ideas and methods of doing things; always looking for ways to improve processes and outcomes.
	4. Management	<ul style="list-style-type: none"> • Able to scope out length and complexity of tasks and projects, determine resources and set divisional objectives and goals in line with organizational direction. • Set work into process steps and schedules, forecast obstacles and plan mitigating factors and continuously measure performance against goals.

	5. Delivers/achieves Results	<ul style="list-style-type: none"> • Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency. • Monitors and manages resourcing pressures for optimum outcomes. • Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies. • Fosters a culture of achievement and ensure planned targets/projects are realistic. • Ensure planned targets are monitored and measured and achieves expected outputs/outcomes.
PERSONAL ATTRIBUTES	1. Integrity	<ul style="list-style-type: none"> • Exhibits and applies high integrity and ethical principles. • Is indisputably trusted and operates professionally. Acting professionally in carrying out duties and responsibilities despite personal preferences. • Adheres to and promotes the Samoan Public Service values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
	2. Commitment/Personal Drive	<ul style="list-style-type: none"> • Defines work in terms of results and purses success with energy and drive. • Anticipates obstacles and is prepared with contingency plans to sustain goals/objectives and keeps everyone on track. • Helps define goals and plan a route for achievement. • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others.
	3. Intellect and Judgment	<ul style="list-style-type: none"> • Understands the environment affecting work of the organization and impacts at the divisional level. • Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues. • Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them in the workplace. • Has good judgment as to what information is significant and useable in each situation. • Demonstrates effective judgment to weigh up options and develop realistic solutions.

	4. Creative and Innovative	<ul style="list-style-type: none"> • Open to new ideas and concepts; always on the lookout for new and creative opportunities to enhance work performance. • Encourages creativity and innovation in others; motivates and guides others to generate new ideas and develop these into practical solutions/applications
WORKING EXPERIENCE AND PAST WORK PERFORMANCE	Working Experience	<ul style="list-style-type: none"> • At least 5 years of Relevant work experience • Knowledgeable of relevant trade agreements that covers Labour Mobility; • Mediation and conciliation experience in the context of resolving issues and conflicts arise in between the employer/worker relations and in between the Australian labour laws and fair work and Workers' Unions is an advantage;
	Past Work Performance	<ul style="list-style-type: none"> • Strong evidence of work performance such as Performance Appraisals and Work References.
QUALIFICATION	Educational Qualifications	<ul style="list-style-type: none"> • A Bachelor's Degree in Economics, Commerce, Business, Public Policy or relevant discipline from a recognized tertiary institution. • Holds a valid driver's licence

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

Position Title

Position Code

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 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: Position Code:

Name: Date Received:

Email/Postal Address:



Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

<i>Ministry</i> MCIL	<i>Section</i> LEEP	<i>Location</i> BRISBANE, QUEENSLAND	
<i>Position Code</i> CL002527	<i>Title</i> Samoa Liason Officer - Australia	<i>Supervisor Position Code</i> CL002511	
		<i>Salary Grade</i> A18	<i>Salary Rate</i> \$74,335.00

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)**

Strategic Thinking
 Building and Sustaining Relationships
 Leadership
 Management
 Delivers/achieves Results

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

Integrity
 Commitment/Personal Drive
 intellect and Judgement
 Creative and Innovative

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

Please refer JD attached

5. Qualification (refer to JD for full details)

A Bachelor's Degree in Economics, Commerce, Business, Public Policy or relevant discipline from a recognized tertiary institution
 Holds a valid driver's license

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
	Samoan	English			
CODE					
1. Limited conversation, reading of newspapers, routine correspondence					
2. Engage freely in discussions, read write more difficult materi					
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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