



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 LEEP Policy Officer |
| Reports to: | Principal Policy Officer |
| Division: | Labour Employment Export Program Division |
| Location: | SNPF Building, Level , Apia |
| Salary Grade: | A14/ \$42,358 per annum |
| Position Code: | CLP24001 |
| Supervisor Code: | CL002511 |

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, protection of workers’ and employers’ rights, alongside leadership of national employment and labour functions, including employment services, labour market programmes, foreign employment, industrial relations, and workplace safety.

A key programme under MCIL is the Labour Employment Export Program (LEEP), established in 2007 and transferred to MCIL in 2017. LEEP facilitates overseas employment through bilateral agreements, supporting income generation and national development while ensuring the protection and welfare of Samoan workers throughout the migration cycle.

Purpose of the Position:

The Senior Policy Officer supports the development and implementation of Samoa’s labour mobility policies, as well as related strategic and operational documents. The role provides guidance and support to the LEEP team and stakeholders in interpreting and applying Samoa’s Policy for Temporary Labour Mobility and its associated frameworks, including agreements with partner countries. In addition, the position is responsible for developing, maintaining, and monitoring operational procedures and guidelines that enable the effective implementation of the Government of Samoa’s labour mobility objectives.

Key Deliverables

1. LEEP policies and strategies are effectively developed, reviewed, and implemented.
2. Timely advice or communication provided to management, partners, and stakeholders on LEEP matters and changes to guide decision-making and programme delivery
3. LEEP’s MERL Framework is applied and regularly reviewed to make sure monitoring results lead to real improvements in programme delivery.
4. Strong and active partnerships with government agencies, employers, partners, and communities result in coordinated support and smooth delivery of labour mobility initiatives.

5. Work plans, budgets, and reports (including LEEP and MCIL annual reports) are prepared accurately and on time, providing management and stakeholders with clear, actionable information to support programme oversight.
6. LEEP data, including the IRD system, is accurate, up-to-date, and effectively used to inform planning, reporting, and evidence-based decision-making.
7. Recruitment processes operate efficiently and transparently, resulting in reduced processing times, improved policy compliance and fair distribution of opportunities.
8. Labour mobility trainings (pre-departure, team leader, and return worker briefings) are coordinated and awareness programs are delivered effectively.

Key Responsibilities:

| Key Areas of Responsibility | Performance Expectations/Deliverables |
|---|---|
| <i>Policy and Process</i> | <ul style="list-style-type: none"> • Support the development, implementation, and review of LEEP policies, strategies, and relevant legislation and regulations. • Contribute to policy consultations by coordinating workshops and meetings, and engaging with government ministries, NGOs, private sector representatives, and other stakeholders. • Provide informed advice and support to the LEEP ACEO, management, and stakeholders on policy and operational matters. • Assist in the development, review, and updating of Standard Operating Procedures (SOPs), operational guidelines, and procedure manuals to ensure consistency and effectiveness in implementation. • Monitor and assess LEEP’s compliance with policies and procedures, and provide recommendations for improvement. • Maintain an up-to-date register and file of all divisional policies, procedures, and operational documentation. • Support LEEP staff, key partners and stakeholders in interpreting and applying policy requirements. • Assist in communication and awareness activities, including stakeholder engagement and staff training, to ensure understanding of LEEP policies, processes, and any updates. |
| <i>Stakeholder Engagement and Coordination</i> | <ul style="list-style-type: none"> • Collaborate with the IRD team to plan and coordinate meetings, workshops, and training to support the District Engagement Model. • Build and maintain strong relationships with LEEP partners, constituencies, employers, workers, and stakeholders, proactively addressing labour mobility matters and facilitating appropriate support. • Prepare high-quality briefing materials, presentations, and meeting documentation for stakeholder engagements. • Produce clear outcome reports and analysis to inform policy and program improvements. • Provide secretariat support to the LEEP Taskforce Committee, ensuring effective coordination and follow-up. • Support the delivery of stakeholder activities, including team leader trainings, pre-departure briefings, and return worker sessions. • Assist in coordinating and monitoring LEEP projects and partnerships to ensure alignment with program objectives. |

| | |
|--|---|
| | <ul style="list-style-type: none"> • Maintain professional and timely communication with Approved Employers and stakeholders. • Deliver client-focused service, managing inquiries, declaring conflicts of interest, and escalating issues as required. • Facilitate labour mobility awareness sessions and ensure accurate dissemination of policies and guidelines. • Support the use of evidence-based tools to assess employer needs in line with LEEP requirements. • Uphold the PSC Code of Conduct and maintain professionalism in all engagements. |
| Planning and Reporting | <ul style="list-style-type: none"> • Assist preparation of LEEP’s annual work plans and budget (for local and development funds), ensuring alignment with key performance indicators and strategic priorities. • Prepare accurate, timely and high-quality reports, briefings and submissions for the LEEP Taskforce and as requested by the CEO/Minister development partners and stakeholders. • Assist the preparation of LEEP and MCIL annual reports, ensuring accurate, timely, and high-quality reporting of programme outcomes. • Assist in organising LEEP Taskforce meetings as well as preparing meeting files for and drafting meeting minutes. • Develop clear file notes and outcome reports following meetings, workshops, and stakeholder engagements |
| Monitoring and Evaluation, Data Management and Analysis | <ul style="list-style-type: none"> • Contribute to the development, implementation and ongoing review of the LEEP’s Monitoring, Evaluation, Reporting and Learning (MERL) Framework for the LEEP Division. • Assist in periodic evaluations of LEEP programmes to assess progress and strengthen alignment with the Government of Samoa’s strategic objectives. • Support the collection and consolidation of LEEP data to inform decision-making, policy development, and performance monitoring. • Undertake data analysis to inform strategic planning, including labour demand and supply across key sectors • Assist in developing and maintaining monitoring tools and data collection systems to track performance against approved objectives and KRAs. • Maintain and strengthen data quality and integrity across LEEP systems, including the In-Country Recruitment Database (IRD) • Assist with conducting surveys for pre-departure briefings, team leader trainings and return worker briefings to strengthen evidence-based reporting. • Ensure effective records management systems are maintained, including consistent filing of physical and electronic documents. |
| Operational Support | <ul style="list-style-type: none"> • Support the development of reintegration programs that include financial literacy, small business training, and vocational upskilling. • Support preparation, coordination and delivery of pre-departure and return worker programs to workers participating on the labour mobility schemes (and also families). • Support community awareness sessions to promote LEEP and labor mobility benefits. • Contribute to consultations with government ministries and non-government organizations as appropriate. • Support the regular review of operating procedures used by the Division. • Support overall efforts by the Division to elevate Service Delivery standards at all times (in line with the Ministry’s Service Charter) |

Core Competencies /Selection Criteria

| MERITS | COMPETENCY | DESCRIPTOR |
|-------------------------------|--|--|
| SKILLS & ABILITIES | 1. Problem Solving & Analytical Thinking | <ul style="list-style-type: none"> • Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context. • Understands theoretical side of matters and application in practical situations on arising issues where relevant • Apply analytical thinking in assessing pros and cons of specific situations based on legislations, rules, procedures, and other relevant documents. • Outstanding attention to detail and analytical thinking skills • Self-motivated - demonstrate high levels of initiative to plan and manage priorities. |
| | 2. Communication & Presentation | <ul style="list-style-type: none"> • Communicates clearly in written and verbal (Samoan and English). • Corresponds, conveys and report on work related matters in a timely and also concise manner to minimize misinterpretation. • Takes initiative to use all forms of communication to follow up on information required to complete assigned tasks. • Possess a strong understanding or enthusiasm to learn about key trends relating to Labour Mobility in order to make recommendations for improvement. |
| | 3. Achieves and Delivers Results | <ul style="list-style-type: none"> • Understands and appreciates the Ministry's direction, through the implementation of set work tasks towards the achievement of corporate objectives. • Demonstrates enthusiasm and passion in assigned work to motivate others in the timely delivery of work results. • Ability to design and deliver competency-based training aligned with international labour standards. |
| | 4. Building Relationships | <ul style="list-style-type: none"> • Client focused, understands, facilitates and commits to effective service delivery. • Build and sustain relationships within the Ministry and across the public service. • Supports teamwork and building relationships through constant knowledge sharing, discussions and ideas with team members to maintain morale. • Promotes the purpose of the Ministry through networking and reciprocal sharing of authorized information with clients and the wider public. |

| | | |
|----------------------------|--------------------------|---|
| PERSONAL ATTRIBUTES | 1. Commitment & Drive | <ul style="list-style-type: none"> Committed to the work, team and Ministry by cooperating in team activities and valuing the input of staff at every level. Work together to achieve a common purpose. |
| | 2. Integrity and Honesty | <ul style="list-style-type: none"> Acts with integrity always Always Model and promote positive attitude of the Public Service Code of Conduct Demonstrates precision in assigned work operations and decision making. Role models professionalism, impartiality, and objectivity in approach to sensitive matters. Presents authorized information where needed. |
| | 3. Customer Focus | <ul style="list-style-type: none"> Projects a positive public image for Ministry. Works with energy and enthusiasm to achieve the best results for our customers. Responds to the needs of internal and external customers and take responsibility for ensuring follow up action. Provides a professional, quality service. Tailors the service provided to appropriately meet the diverse needs of customers. Encourages and recommends on customer feedback and suggestions for improvement to Ministry's services and products. Identifies better ways of doing things to provide continuously improving customer service. |
| | 4. Team Work | <ul style="list-style-type: none"> Treats people with respect and courtesy recognizing their needs and views. Deals with people in an honest and straight forward manner. Accurately and clearly conveys timely information and ideas, using a style and manner of presentation which meets the diverse needs of the audience. Establishes, builds and maintains relationships and networks both internally and externally. Presents effective arguments to influence others and achieve negotiated solutions. Provides timely, honest and constructive feedback to others, both formally and informally. Contributes to creating a motivated environment where goals can be achieved. |
| | 5. SPS Value | <ul style="list-style-type: none"> Familiar and understands the Code of Conduct (PSC Act 2004, Section 19) Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness (PSC Act 2004, Section 17) |

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|---|--------------------------|--|
| EXPERIENCE & PAST WORK PERFORMANCE | 1. Experience | <ul style="list-style-type: none"> • Relevant experience (at least 3 years) in policy, planning, labour mobility, project management or relevant field. • Experience in coordinating and facilitating workshops, presentations and coaching/mentoring of others • Demonstrated experience in stakeholder engagement and collaboration |
| | 2. Past Work Performance | <ul style="list-style-type: none"> • Provide strong evidence of past work performance (e.g. Performance Appraisal and work reference from direct supervisor of past work). |
| QUALIFICATION | 1. Formal Qualification | <ul style="list-style-type: none"> • Minimum qualification of a Degree in Economics, Business, Project Management, Public Administration, Human Resource or related field from a recognised University. |

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 Policy Officer - LEEP"/> |
| Position Code | <input type="text" value="CLP24001"/> |

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 Policy Officer - LEEP"/> | Position Code: | <input type="text" value="CLP24001"/> |
| 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> LEEP | <i>Location</i> SNPF BUILDING, LEVEL 1 | |
| <i>Position Code</i> CLP24001 | <i>Title</i> Senior Policy Officer - LEEP | <i>Supervisor Position Code</i> CL002511 | |
| | | <i>Salary Grade</i> A14 | <i>Salary Rate</i> \$42,358 |

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 |
|---------------------------|---------------------|----------------------|--------------|----------------|
| | | | | |
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Section 4: Training History

| Courses Relevant to Selection Criteria ONLY | Institution/Country | Dates |
|---|---------------------|-------|
| | | |
| | | |
| | | |
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| | | |
| | | |

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 & Analytical Thinking' Communication & Presentation Achieves and Delivers Results Building Relationship |
| 2. Personal Attributes (refer to JD for full details) |
| Commitment & Drive Integrity and Honesty Cusomer Focus Team Work SPS Value |

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)

Minimum qualification of Degree in Economics, Business, Project Management, Public Administration, Human Resource or related field from a recognised University

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

CODE

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

| Indicate your mother tongue by ticking a box below | Speak | Read | Write |
|--|-------|------|-------|
| 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

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|--|--|
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| | |

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 |
|-----------|------|