



**SAMOA
SHIPPING
CORPORATION
LIMITED**

Job Application Form

Section 1: Position Details

Division OFFICE OF THE GENERAL MANAGER	Location APIA
Title INTERNAL AUDITOR	Salary Level \$58,304.00 (A16/L16)

Section 2: Personal Details

Full Name	Gender
Mailing Address	Contact Phone No.
Contact Address	Date of Birth (Day/Month/Year)

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Date Finished
<i>Any previous qualification(s)</i>				

Section 4: Training History

Course Relevant to Selection Criteria ONLY	Date Started	Date Finished

Section 5: Employment History

Current / Most recent position

Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Next previous position		
Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Next previous position		
Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Next previous position		
Employer's Name	Date	Duration (in days)
Position Title	Number of staff reporting to you	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the General Manager, set out below are the criteria that will be in assessing the suitability of each Applicant for the position. Please address each selection criterion 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 criterion;***
- 2. supply supporting documentation should they be called for short-listed interviews;***
- 3. complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and***

Note: If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this application form.

1. A minimum of a Bachelor of Commerce major in Auditing (Essential)
2. Must be a registered member of the Samoa Institute of Accountants/PASAI or recognized Institution (Desirable)
3. Must at least have 10 years of Audit working experience at senior level (Essential)
4. Must have a sound knowledge and understanding of the Corporation's system and regulations or shipping operations (Desirable)
5. Proven knowledge of national and international auditing standards and procedures, laws, rules and regulations that guide the work of the Corporation as a State Own Enterprise (Essential)
6. Must have excellent communication and reporting skills (fluent in both English and Samoan, spoken and written) particularly in regards to presenting audit results and or findings to management with the ability to read, analyze and interpret financial information for decision making (Essential)

7.	High attention to details and must be independent and unbiased in making judgements (Essential)
8.	Must have strong organizational skills, ability to take a teamwork approach to build a constructive team spirit where team members are committed to the goals of the department by meeting multiple deadlines (Desirable)
9.	Must be computer literate with demonstrated proficiency in the use of the Microsoft (MS) Office programs, MS Word and relevant operations software (Essential)

Section 7: Computer literacy

Indicate competency level for each system

Competency Level code: 1 = no knowledge; 2 = basic knowledge; 3 = good working knowledge; 4 = strong / advanced capabilities

Main Systems		Other Systems	
Word processing (Word)		Other Systems	
Spreadsheet (Excel)		Database Management (Access)	
Presentation (Powerpoint)		Other (specify)	
Email		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	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

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 Department 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 authorize the Division to undertake any necessary checks to confirm the information provided by me.

Signature

Date

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