



Job Application Form

Section 5: Employment History

Current / Most recent Position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Next previous position

<i>Employer's Name</i>	<i>Date</i>	<i>Duration</i>
<i>Position Title</i>	<i>Number of Staff reporting to you</i>	
<i>Main Responsibilities</i>		

Section 6: Selection Criteria

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.

CORE JOB COMPETENCIES	
1.	Knowledge and Abilities (Please provide a statement on describing your knowledge and abilities. Knowledge includes and not limited to your education and training, and how these have developed you as a person and as a professional. Abilities may include your health and practical capabilities and talents acquired over the years)
2.	Skills and Experience (refer to jd For each key responsibility and duty, please describe how you meet this and provide examples of related past experiences)
3.	Personal Attributes (Focused, Integrity, Accountability and Adaptability. These are just some examples. Applicants may choose different attributes as they see fit.

Section 7: Computer Literacy

Please use scale 1 - 4 to indicate competency level; **1= no knowledge; 2= basic knowledge; 3= good working knowledge; 4= strong/advanced capabilities**

<i>Main Applications</i>	<i>Competency Level</i>	<i>Other systems</i>	<i>Competency Level</i>
<i>Word processing (Word)</i>		<i>Database Management (Access)</i>	
<i>Spreadsheets (Excel)</i>		<i>Email</i>	
<i>Presentation PowerPoint</i>		<i>Other (specify)</i>	



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Section 8: Knowledge of Languages

<i>For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills</i> CODE 1. Limited conversation - reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult materials 3. Speak read and write well	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
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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 record your top three referees.

Referee Name	Designation	Contact (phone, email, work address)
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please MARK "X" the appropriate box)	No	Yes
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If YES, please provide name(s) of your relation(s) and state nature of relationship

Full Name of Relative	Relationship



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Section 12: Other Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list and provide brief description of the extent of your involvement and or role

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

POSITION DETAILS

Title	Database Officer
Salary	\$25,000 - \$30,000
Unit	Finance and Support Services Unit
Term of employment	Full time - Permanent
Reports to	Manager – Finance and Support Services
Job Description	The Database Officer will assist the Unit Manager in managing and maintaining the existing client database to produce accurate and up-to-date client reports and analysis. Incumbent will be responsible in assisting other members of the Unit with providing excellent assistance and support to SBH employees and customers.

KEY RESPONSIBILITIES AND DUTIES

Unit Logistics and Support	<ul style="list-style-type: none"> ➤ Daily input of accurate clients data into the existing client database system (CIS). ➤ Prepare, compile, and sort client documents for data entry. ➤ Transcribe source data into the required electronic format. ➤ Perform high-volume data entry using word processing, spreadsheet, database, or other computer software. ➤ Transfer information from paper formats into computer files using keyboards, data recorders, or optical scanners. ➤ Maintain security of the client database system.
Unit Targets' Deliver	<ul style="list-style-type: none"> ➤ Review and update clients' information on the existing client database. ➤ Maintain a proper filing system and protect confidentiality of clients' information. ➤ Prepare client lists and retrieve clients' data from database as requested by management. ➤ Assist Senior IT Officer in providing IT support when required.
Executive Support	<ul style="list-style-type: none"> ➤ Assist Senior IT in updating and revising CIS manual. ➤ Respond to staff queries for information from the client database system. ➤ Prepare statistical analysis of information about clients for management reports ➤ Provide relevant activities report ➤ Fulfillment of additional duties as required by Unit Manager

PERFORMANCE STANDARDS

Key Performance Indicators	<ul style="list-style-type: none"> ➤ Improved quality of clients reports produced from CIS ➤ Availability of clients reports in a timely manner. ➤ Updated client information on clients' database system. ➤ Secured client database system and client information kept confidential ➤ Increase in level of Unit income
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Samoa Business Hub: JOB DESCRIPTION
Database Officer – Finance and Support Services Unit (FSSU)

ELIGIBILITY CRITERIA

Education	<ul style="list-style-type: none">➤ Degree or higher qualification in Business Management and or related fields;➤ High level of computer literacy➤ Excellent time management skills➤ Excellent written and verbal communication skills➤ Exceptional listening and analytical skills
Work experience	<ul style="list-style-type: none">➤ At least 3 years practical work experience in similar roles and in similar organization.➤ Experience in supporting management level across all Units in all aspects of IT support.➤ High degree of written and spoken fluency in both Samoan and English
Other skills	<ul style="list-style-type: none">➤ Organized and methodical approach to administration and record keeping➤ Ability to work alone or with minimal supervision➤ Ability to relate to people➤ Good team worker➤ Valid driver's license