



SAMOA BUREAU OF STATISTICS

JOB DESCRIPTION

Position Title: Temporary Drivers – HIES (4 part timers)
Division: Economic Statistics Division
Salary Grade: \$35.00/ day
Position Code: BS001107
Supervisor Code: BS001002
Location: Gov't Bldg, Level 1
Duration of Employment: HIES has 4 rounds (4 weeks per round) within a 12 month period

Overview of Ministry

The Samoa Bureau of Statistics operates as the *leader in providing relevant, quality statistics for the benefit of Samoa*. This will be achieved through its mission which is to *help users make informed decisions and track progress by providing relevant, quality statistical information and services from a statistical system developed through effective partnerships*.

To provide the information needed to support sector development plans and related socioeconomic policy objectives including MDG's, poverty and environment issues.

Purpose of Position

The Temporary Driver will be solely responsible for transporting of Enumerators and Supervisors to the selected households for the survey. The 2018 HIES will be conducted in 4 rounds (4 weeks per round) within a 12 month period February 2018 to Dec 2018.

Key Relationships

Responsible to: Survey Manager

Responsible for: Nil

Functional relationships:

Internal: Staff

External: Households

Key Duties

Driving

- Responsible for transportation of Enumerators and Supervisors to selected households on a daily basis.
- Must know the traffic rules and adhere to traffic laws and regulations at all times

- Ensure that Enumerators and Supervisors are dropped off and picked up from their official duties on time when required

Vehicle Maintenance

- Ensure vehicle is clean and safe at all times
- Ensure vehicle is parked at a safe place at all times
- Report any incidents concerning authorized vehicle immediately to the Survey Manager.

Job Competencies/ Selection Criteria

MERIT FACTORS	JOB COMPETENCY	DESCRIPTOR
SKILLS AND ABILITIES	1. Communication / Presentation Skills 2. Driving Skills 3. Basic problem solving skills	<ul style="list-style-type: none"> • Communicate clearly in written and verbal • Conveys and reports basic information on operational requirements and related issues • Good knowledge about transportation law and good traffic judgment • Familiarize with the location especially in rural areas • Demonstrate basic problem solving techniques and common sense approach in problematic matters • Understand and explain in a logic manner actions taken when dealing with a common problem. • Understand operational tasks and being able to resolve on the spot basic issues on operations.

<p>PERSONAL ATTRIBUTES</p>	<p>1. Commitment and Personal Drive</p> <p>2. Integrity</p> <p>3. Reliability</p>	<ul style="list-style-type: none"> • Shows ability to work in team and sharing knowledge and accepts responsibilities. • Must be a self-motivated and highly organized individual. • Must be willing and able to live away from home if required. • Work and act in a professional manner in carrying out duties and responsibilities at all times. • Adhere to PSC values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness at all times. • Must be a trustworthy individual • Seeks feedback from respective supervisor, both negative and positive, for own performance • Punctual, honest and adheres to confidentiality of collected statistical information from households • Be dependent upon to work unsupervised during field work at all times
<p>EXPERIENCE AND PAST PERFORMANCE</p>	<p>At least two years working experience</p>	<ul style="list-style-type: none"> • Must have a valid driver's license and a clean police record • Must have good driving record
<p>QUALIFICATIONS (Academic/ Training)</p>	<p>Minimum PSSC/ SLLC pass (grade 5 or better)</p>	<p>English and Samoan or related field</p>



Job Application Form

Form 2

Form must be completed by Applicant whether Public Servant or Non Public Servant

Section 1: Position Details

<i>Ministry</i> SBS	<i>Section</i> ECONOMICS	<i>Location</i> LEVEL 1, GOVT BUILDING	
<i>Position Code</i> BS001107	<i>Title</i> Temporary Driver - HIES (4 part-timers)	<i>Supervisor Position Code</i> BS001002	
		<i>Salary Grade</i> WWW6981	<i>Salary Rate</i> \$35.00 per day

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>Facimile:</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

<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>		

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

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 criterion;
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 (Job Competencies)**1. Skills and Abilities (refer to JD for full details)**

- Communication/ Presentation Skills
- Driving Skills
- Basic Problem Solving Skills

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

- Commitment and Personal Drive
- Integrity
- Reliability

3. Experience and Past Work Performance (refer to JD for full details)

At least two years working experience

4. Qualifications (refer to JD for full details)

Minimum PSSC/ SSLC pass (Grade 5 or better)

Section 7: Computer Literacy

Indicate competency level for each Application

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

Main Applications		Other Systems	
Word processing (Word)		Database Management (Access)	
Spreadsheets (Excel)		Other (specify)	
Presentation 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 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.	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

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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Applicant Statistics Form

This form is specifically for the use of gathering statistics. The Human Resource Coordinators will be responsible for ensuring the information is kept for the sole purpose of monitoring and evaluation and will not be used as part of your application.

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 Ministry/Office 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