



ACCIDENT COMPENSATION CORPORATION

GUIDE FOR APPLICANTS

Position: **Manager Administration and Human Resources**

Purpose: This guide provides information about the process for the recruitment and selection of the Manager Administration and Human Resources of the Accident Compensation Corporation.

MAKING AN APPLICATION

GENERAL: Your application for this position should include:

1. A short cover letter expressing interest in the position and an indication of when the applicant can start in the position if appointed;
2. A most recent curriculum vitae in two to three pages;
3. Complete referee details and authorization form;
4. Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (Certified copies are those that are seen and verified by an Officer of the Court as true copies of the originals);

CURRICULUM VITAE: Your CV should include:

- Details of your work history, including the following information for every position held:
 - position title, employer and the dates you held the position
 - a list of achievements
 - a brief summary of key accountabilities

Certified copies of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application.

- Contact details

REFEREE DETAILS:

Provide two (2) written references from two (2) referees dated within 12 months.

AUTHORIZATION FORM:

In signing the attached Authorization Form you are allowing the Board of the Accident Compensation Corporation or a designated representative to undertake the following checks:

- Approach in confidence the referees you have named and other people who have personal knowledge of you, to gather information related to your suitability for this appointment. You will be contacted if it is considered helpful to approach any referees not named in the application.
- Security checks from the Ministry of Police and general security clearance with other agencies will also be undertaken.

SUBMISSION OF APPLICATION & CLOSING DATE

Applications should be labeled:

APPLICATION FOR THE POST OF MANAGERADMINISTRATION AND HUMAN RESOURCES
and addressed to:

**The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA.**

By post:

**The General Manager
Accident Compensation Corporation
P.O. Box 3700
Apia, SAMOA**

Closing date of applications is Friday 28th June 2019 at 2:00pm



ACCIDENT COMPENSATION CORPORATION

JOB DESCRIPTION:

Position: Manager Administration and Human Resources
Accident Compensation Corporation

Responsible to: General Manager
Accident Compensation Corporation

OBJECTIVES

The Manager Administration is accountable to the Corporation through the provision of efficient and effective support services. It ensures that the Administration of the Human Resources is effective, the management of current and future projects and assets of the Corporation is efficient and the support services provided to all Divisions of the Corporation is operational to its utmost efficiency and acceptability to the government and the public.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities include but not limited to the following:

Key Result Areas

The position addresses the following Key Result Areas:

1. Human Resources Advisory & Support
2. Staff Regulations and HR Policies, Systems and Processes
3. Communications, capacity building and coordination
4. Leadership and management
5. Strategic policy and technical advice and assistance
6. Networking, partnerships and coordination
7. Resourcing and project management/support
8. Monitoring, evaluation and reporting
9. Secretarial services and support, record keeping, correspondences and filing
10. Administrative, event and logistics and arrangements

Qualification

A Minimum Qualification of a Bachelor's Degree in Management, Economics, Business Administration or other relevant qualification from a recognized higher educational institution; (Essential)

Experience & Essential Competencies

1. At least 7 years of responsible professional and managerial experience in administration and human resources discipline;
2. Lead the development, implementation, and review of ACC's Corporate Plan, Annual Reports, Quarterly Reports, Staff Working Conditions Manual, Administration and Human Resources Manual, Divisional Workplans and any other relevant plans or reports required
3. Manage the Corporation's projects, follow Tender's Board processes, and draft contracts for the Office of the Attorney General's opinion and manage external correspondences.
4. Liaise with relevant stakeholders, providers, suppliers, builders, bidders, assessors and users of relevant planned projects including the Tenders Board and maintenance teams.
5. Manage the operations and maintenance of ACC properties such the ACC House, ACC Complex and Market buildings as well as vehicles and all assets of the Corporation.
6. Lead and manage the core functions and ethical standards of all services and be accountable for the effective and efficient usage of resources.
7. Select and recruit qualified personnel to fill vacant positions within each Division.
8. Support, organise, coach and train staff members to ensure their continuous development.
9. Mediate any disputes that may arise amongst staff members, tenants, and the public that utilizes ACC facilities and its goods and services.
10. Conduct job evaluations and appraise staff in accordance with their performances.
11. Investigate and report on any irregularities in the performance of the functions of the Corporation to the General Manager as well as preparing relevant

correspondences in response to matters pertaining to the administration of the Corporation.

12. Monitor and evaluate strategies and targets of each Division as set out in the ACC Corporate Plan 2017 – 2020.
13. Prepare, submit and monitor the Administration & HR Division budget on a daily basis.
14. Implement a satisfactory disaster recovery plan for all computer software, Divisional files and other valuable data in the event of a fire or other catastrophic risks to the staff and building
15. Take turn in becoming Officer-in-Charge as delegated by the General Manager from time to time upon her absence
16. Any other relevant duty as may be directed by the General Manager from time to time.

Experience and Essential Knowledge

1. Demonstrated leadership skills in providing strategic policy, resource management, technical advice and assistance to Managers in the formulation, review, update and implementation; monitoring and evaluation of staff performance including commitments into achieving relevant measures incorporated into Corporation staff manuals, reports and plans; (Essential)
2. Demonstrated excellent project management experience including the development of funding proposals, government procurement procedures; design and delivery of integrated work program activities; (Essential)
3. Demonstrated extensive leadership and management experience including high level advisory in liaising with relevant stakeholders and development teams of diverse expertise and environments employed by or assisted by the Corporation; (Essential)
4. Demonstrated skills and confidence in the use of electronic software and programs for research, reports, presentations and awareness programs; (Essential)

Term of Contract and Remuneration

The appointment is for a fixed contractual term of three years. Other terms of contract including salary and benefits will be similar to those applicable to Managers of other Corporations and Statutory Authorities.

**MANAGER ADMINISTRATION AND HUMAN RESOURCES DIVISION
ACCIDENT COMPENSATION CORPORATION**

AUTHORIZATION FORM

I, _____ (Applicant's name), authorize the Selection Panel for the above position to undertake all necessary background and verification checks in relation to my application for the position of Manager Administration and Human Resources Division of the Accident Compensation Corporation.

I can be contacted for all matters relating to this position on the following:

- Home/Work Address: _____
- Telephones: _____
- Emails: _____

Signature:

Date



ACCIDENT COMPENSATION CORPORATION

LEVEL 5, ACC HOUSE, APIA, SAMOA.

TELEPHONE: +685 23100

VACANCY: MANAGER ADMINISTRATION & HUMAN RESOURCES

Applications are invited from interested, qualified and highly experienced persons for the above position within the Accident Compensation Corporation.

Manager Administration and Human Resources

Salary Grade: \$85,731.00 p.a.

The position is for a fixed contractual term of three (3) years. The application package can be uplifted from the Office of the Accident Compensation Corporation at Level 5, ACC Building.

Applications for the Post must be marked "Manager Administration and Human Resources";

Please address and deliver to:

The General Manager
Accident Compensation Corporation
Level 5, ACC Building
APIA

Applications will close on Friday 28th June 2019 at 2:00pm

The Application Packages can be uplifted from ACC Office, Level 5, ACC House, or via email:
pito.lewers@acc.gov.ws or call 23100.