



Position Title	Court Registry Support Officer-Digitization		
Division	Information Management & Technology		
Unit	Digitization		
Salary Grade	A5		
Salary Rate	\$11,536.00/\$13,240		
Position Code	JC003369		
Supervisory Code	JC003316		
Location	Court Complex, Mulinuu		
Responsible to	Principal Records & Digitization Officer		
MINISTRY OVERVIEW			
The Ministry of Justice & Courts Administration prioritizes quality as incorporating best practices in court administration and Samoan customs and practices in all aspects of its services. To provide quality service addresses public grievances and disputes and contributes to a peaceful Samoa.			
MINISTRY VALUES			
1. Equity	2. Integrity	3. Respect	4. Accessibility
5. Efficiency and Effectiveness	6. Empowerment	7. Innovation	8. Accountability 9. Partnership
DIVISIONAL PURPOSE			
The Information Management & Technology Division is to provide full support to core functions and the Judiciary through effective management of Information and Technology Services.			
KEY RELATIONSHIPS			
Responsible to:		Assistant Chief Executive Officer-Information Management & Technology Division	
Key Stakeholders: Internal		CEO/Registrar of the Court MJCA Staff	
KEY RESPONSIBILITY AREAS			
1. Maintenance and Management of Records		<ul style="list-style-type: none"><li>Assist with the smooth running and daily operation of scanning, register and scanned files clearly marked.</li><li>Assist in managing of the Records Strong room, maintaining a neat and tidy environment with all files in order and well organised according to the Records File Index</li><li>Assist in managing the Project’s photocopy machine, ensure authorised copies are made and scanned documents are correctly filed away.</li></ul>	
2. Database Management		<ul style="list-style-type: none"><li>Ensure correct information are included and correct code is used and assist with inputting</li></ul>	

	and coding of all scanned information into the electronic system <ul style="list-style-type: none"> <li>• Ensure all scanned files are properly filed away</li> </ul>
3. Customer Satisfaction	<ul style="list-style-type: none"> <li>• Increase confidence and greater customer satisfaction with the service provided in the Ministry's Service Charter</li> </ul>
<b>SKILLS &amp; ABILITIES</b>	
1. Records Management Skills/ Computer Literate Skills	<ul style="list-style-type: none"> <li>• Sound understanding of records management</li> <li>• Sound knowledge of File Index and Databases</li> <li>• Good understanding in using Microsoft Word, Excel, Power-point and etc.</li> </ul>
2. Report Writing & Communication Skills	<ul style="list-style-type: none"> <li>• Strong oral and written communication skills (Samoan and English)</li> <li>• Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale</li> </ul>
3. Time Management Skills	<ul style="list-style-type: none"> <li>• Ability to maintain and ensure compliance with procedures, standards and systems for management of all Court Records</li> <li>• Demonstrated ability in Strategy development, Budgeting, planning and reporting</li> </ul>
4. Building and sustaining Relationships	<ul style="list-style-type: none"> <li>• Is committed to client service, builds and sustain relationships within the organization and across the public service</li> <li>• Possess public relation skills and can fluently communicate orally with the public and other stakeholders</li> <li>• Provide constructive feedback and recognizes success and engages in activities to sustain morale</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	
1. Commitment & Personal Drive	<ul style="list-style-type: none"> <li>• Defines work in terms of results and pursues success with energy and drive</li> <li>• Anticipate obstacles and is prepared with contingency plans to sustain goals objectives and keeps everyone on track</li> <li>• Helps to define goals and plan a route for achievement</li> <li>• A high achiever with a reputation for success and quality performance</li> <li>• Sets high standards of performance for self and others</li> </ul>

2. Integrity, Honesty and Reliability	<ul style="list-style-type: none"> <li>• Exhibits and applies high integrity and ethical principles</li> <li>• Is indisputably trusted and operates professionally</li> <li>• Act professionally in carrying out duties and responsibilities despite personal preferences</li> <li>• Adheres to promotes the Samoan Public Service Values of Honest, impartially, accountability, efficiency and effectiveness</li> </ul>
<b>EXPERIENCE AND PAST WORK PERFORMANCE (Knowledge)</b>	
At least one (1) year of relevant work experience specifically in records management or any relevant field.	
<b>QUALIFICATIONS</b>	
Minimum of PSSC/SSLC with good passes in English & Samoan.	



## 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	<input type="text" value="MJCA"/>
Position Title	<input type="text" value="Court Registry Support Officer-Digitization"/>
Position Code	<input type="text" value="JC003369"/>

### 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.

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### 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:	<input type="text" value="Court Registry Support Officer-Digitization"/>	Position Code:	<input type="text" value="JC003369"/>
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 whether Public Servant or Non Public Servant

### Section 1: Position Details

Ministry MJCA	Section INFORMATION MANAGEMENT & TECHNOLOG	Location MULINUU
Position Code JC003369	Title Court Registry Support Officer-Digitization	Supervisor Position Code JC003316
	Salary Grade A5	Salary Rate \$11,536/\$13,240

### Section 2: Personal Details

First Name:	Last Name:	Other Names:
Gender:	Date of Birth:	NPF No:
Marital Status:	Physical Address (1):	Physical Address (2):
Post Code:	Phone No (1):	Phone No (2):
e-Mail:	Facimile:	

### 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

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

### Next previous position

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

### Next previous position

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

### Next previous position

Employer's Name	Date	Duration
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 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)**

Records Management Skills, Computer Literate Skills, Report Writing & Communication Skills, Time Management Skills, Building and sustaining Relationship.

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

Commitment & Personal Drive, Integrity, Honesty and Reliability

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

At least one (1) year of relevant work experience specifically in records management or any relevant field.

**4. Qualifications (refer to JD for full details)**

Minimum of PSSC/SSLC with good passes in English & Samoan.

## 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	Indicate your mother tongue by ticking a box below		Speak	Read	Write
<b>CODE</b> 1. Limited conversation, reading of newspapers, routine correspondence 2. Engage freely in discussions, read write more difficult material 3. Speak, read and write (nearly) as well as mother tongue.	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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