



MATAGALUEGA O FAAMASINOGA MA LE FAAFOEINA O TULAGA TAU
FAAMASINOGA
MINISTRY OF JUSTICE AND COURTS ADMINISTRATION



Position Title	Snr. Officer-COFI Court Taking & Report Writing		
Division	Land & Titles Court of Appeal Division		
Unit	Court of Appeal & Report Writing		
Salary Grade	A12		
Salary Rate	\$31,248/\$33,940		
Position Code	JC00333		
Supervisory Code	JC003317		
Location	Court Complex, Mulinuu		
Responsible to	DR/Principal COFI Court Taking & Report Writing		
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			
To efficiently and effectively provide adequate and reliable research reports to the Lands and Title Court of Appeal, President and the Registrar.			
KEY RELATIONSHIPS			
Key Stakeholders: Internal		CEO/Registrar of the Court MJCA Staff Government Ministries etc.	
KEY RESPONSIBILITY AREAS			
1. Section Management		<ul style="list-style-type: none">Assist in Managing and supervising the staff responsible for providing Research and Reports for Land & Titles Court (Leave to Appeal & Court of Appeal), President and RegistrarParticipate in Preparation of Annual Plan for the Section, and in the Division's Preparation of the Annual Report and Corporate PlanAssist in Preparing Budget and attend to the review of the budget on behalf of the section in the absence of Section HeadLiaise with Section Head to prepare Performance PlanPrepare and submit monthly reports of section's activities	

	<ul style="list-style-type: none"> • Participate in process and policy review and implementation
2. Research & Reports Writing	<ul style="list-style-type: none"> • Conduct Research and prepare Reports for the Court (Leave to Appeal & Court of Appeal), Registrar and President • Conduct Research Reports from MNRE or other Ministries concerning land matters for the information of the Court, President and the Registrar • Good Research and Report writing skills in regards to COA matters/decisions • Conduct Research for matters requested by other ministries • Assist the staff in editing research reports required by the Registrar, President and Court
3. Court Taking	<ul style="list-style-type: none"> • Attending Court sittings as Court Registrar • Ensure Court rooms are ready for Court sitting • Ensure all Court cases files for President are well prepared on time. • Assist LTC Court takers and confirm parties in regards to site visits, surveys and adjourn court matters
4. Case Management	<ul style="list-style-type: none"> • Assist to Check and confirm roster/s from the President on LTC matters schedule for Leave to Appeal and Court of Appeal • Ensure Judges for COFI will all attended
5. Data processing and analysis	<ul style="list-style-type: none"> • Enter data onto database • Enter Section Diary and other record books • Prepare analysis on data for weekly and monthly report purposes
SKILLS & ABILITIES	
1. Communication Skills	<ul style="list-style-type: none"> • Must have a high level of verbal and written communication skills • Confidently speak, and present in Samoan and English in front of a group • Effortlessly navigate both the Samoan and English languages so to be able to speak and read court proceedings contemporaneously

2. Computer Skills	<ul style="list-style-type: none"> • Understand and confidently with good knowledge of different computer programmes (i.e) Microsoft Word, Power point, Excel to operate the court database • Understands and confidently uses MS Word and email for effective communication within MJCA and with external stakeholders
3. Organising Skills	<ul style="list-style-type: none"> • Assist in organising the preparation of LTA & COA list and ensure that the lists are complete & check the files whether all are organised according to the lists and whether all documents are provided for President • Assist Section Head in Checking LTC Judges' weekly schedules, and files are ready, sorted and handed over to the Judges before the end of the week • Performs multiple tasks at the same time
4. Inter-personal Skills	<ul style="list-style-type: none"> • Excellent Va-Fealoai with MJCA and staff and external relationships • Excellent customer service skill • Co-operative and works well with the team
5. Management (Self/Work)	<ul style="list-style-type: none"> • Prioritise work to meet deadlines • Healthy and active • Strong to be able to be on feet from 9am-5pm for court proceedings
6. Analytical Skills	<ul style="list-style-type: none"> • Ability to assess and critic an issue • Able to analyse data and present underlying

	issues detected
PERSONAL ATTRIBUTES	
1. Values & Ethics	<ul style="list-style-type: none"> Understands and complies with SPS Values and code of conduct at all times
2. Commitment & Drive	<ul style="list-style-type: none"> Contributes to a positive team culture that enables high performance Must be committed to the work
3. Team Player	<ul style="list-style-type: none"> Ability to work in a team and maintain good relationships with judges and staff
4. Diligence	<ul style="list-style-type: none"> Punctual Attention to details Looks after and uses resources wisely
EXPERIENCE AND PAST WORK PERFORMANCE (Knowledge)	
At least three (3) years of relevant working experience in court administration with good knowledge of procedures & legislations governing work of LTC Division.	
QUALIFICATIONS	
A minimum of a Bachelor Degree in Arts/Social Studies or relevant field.	



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 LAND & TITLES COURT OF APPEAL DIVISION	Location MULINUU
Position Code JC003333	Title SNR. OFFICER-COFI COURT TAKING & REPORT WRIT	Supervisor Position Code JC003317
	Salary Grade A12	Salary Rate \$31,248/\$33,940

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)

Communication Skills, Computer Skills, Organising Skills, Inter-personal Skills, Management (Self/Work), Analytical Skills

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

Values & Ethics, Commitment & Drive, Team Player, Diligence

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

At least three (3) years of relevant working experience in court administration with good knowledge of procedures & legislations governing work of LTC Division.

4. Qualifications (refer to JD for full details)

A minimum of a Bachelor Degree in Arts/Social Studies or relevant field.

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 material 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	<input type="text" value="MJCA"/>
Position Title	<input type="text" value="SNR. OFFICER-COFI COURT TAKING & REPORT WRITIN"/>
Position Code	<input type="text" value="JC003333"/>

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 statu

<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 Wesite (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.

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="SNR. OFFICER-COFI COURT TAKING & REPORT WRITING"/>	Position Code:	<input type="text" value="JC003333"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>