



## MINISTRY OF POLICE, PRISONS & CORRECTIONS

Samoa Police Headquarters

PO Box 53

Apia, SAMOA

Tel: (685) 22 222. Fax: (685) 20 848

Samoa Prisons and Corrections

PO Box 6102

Tanumalala, SAMOA

Tel: (685) 23516 Fax (685) 23517

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### **Position Title:** Assistant Commissioner GP & Prisons - Savaii

#### **A. How to Apply**

To apply for this position, all applicants are required to submit the following:

1. A completed Application Form (*MPP/HR-<sup>RS4B</sup>*)
2. Most recent Curriculum Vitae that includes:
  - a. details of your current and all previous employment including the following information:
    - i. Name of employer, designation and the dates you held the position
    - ii. Brief summary of key accountabilities and achievements
  - b. Certified copies of all academic achievements, qualifications, trainings, professional affiliations and other documents provided in support of your application.
  - c. Your contact details for correspondence purposes in relation to your application for this position.
3. References - three (3) written references from three (3) professional referees (no later than 12 months) and must all be submitted together with your application.
4. Authorization Form - A signed Authorization Form. This allows the Selection Panel or a designated representative to undertake the following checks ;
  - a. We approach in confidence, not only the referees who have provided your references, but other people who have personal knowledge of you, to gather information related to your suitability for this appointment.
  - b. Security checks including vetting by the Samoa Police Service and other agencies will also be undertaken.
5. A covering letter - explaining, with specific examples, why you think you are well suited to this role.

#### **B. Submission of Application:** All applications should be addressed to:

**The Commissioner of Police, Prisons & Corrections Services  
Ministry of Police, Prisons & Corrections  
Police Headquarters  
Apia, Samoa**

By Post:

**The Commissioner of Police, Prisons & Corrections Services  
Ministry of Police, Prisons & Corrections  
P.O. Box 53  
Apia, Samoa**

### **C. Management and Timing of Recruitment Process**

We will send an acknowledgement of your application to the contact details you provide in your application thus it is crucial that you indicate your preferred mode for receiving communication /correspondence in relation to this application.

You will also be informed as to whether you have been shortlisted for an interview as well as whether you have been successful or otherwise in being appointed for the position.

### **D. Application Packages**

All Application Packages can be uplifted from the Human Resource Management Section or via email [hr@police.gov.ws](mailto:hr@police.gov.ws)

### **E. More Information**

For more information, please contact the Director Corporate & Strategic Services on telephone 22222 extension 108 or via email [fetu.sakaria@police.gov.ws](mailto:fetu.sakaria@police.gov.ws)

### **F. Closing Date**

All applications for this position will be closed on **Wednesday, 12 May 2021 at 5:00pm.**

**INCOMPLETE AND/OR LATE APPLICATIONS WILL NOT BE  
CONSIDERED.**