



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

Position Title: ACEO Assets & Facilities Management

A. How to Apply

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

1. A completed Application Form (**MPP/HR-RS4B**)
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 & Correction 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

E. More Information

For more information, please contact the telephone 22222 extension 320 or via email hr@police.gov.ws

F. Closing Date

All applications for this position will be closed on **Monday, 23 February 2026 at 5:00pm.**

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