

PLEASE ADDRESS CORRESPONDENCE
TO THE GOVERNOR



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GUIDE FOR APPLICANTS

This Guide is to assist applicants in compiling their application

Position Title	Governor
Office	Central Bank of Samoa
Contact	Minister of Finance's Office Tel: (+685) 34-401 Application package can be downloaded from the CBS website link: https://www.cbs.gov.ws/about/employment-opportunities
Making an Application	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none">1. An application letter addressing expressing interest in the Governor of the Central Bank position.2. Statement against the selection criteria.3. Most recent curriculum vitae that includes:<ol style="list-style-type: none">(i) Details of your current and previous work history, including the following information:<ol style="list-style-type: none">(a) Position title, employer and the dates you held the position(b) Brief summary of key accountabilities and achievements(ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by an Officer of the Court as true copies of the originals</i>); and(iii) Your contact details for correspondence purposes in relation to your application for this position.4. Completed details for three (3) Referees.5. Completed and signed Authorization Form (attached)
Authorization Form	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none">• Consenting to the Selection Panel or a designated representative to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position.• Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.
Submission of Application	<p>All applications for the advertised Governor position must be submitted and addressed to:</p> <p>The Minister of Finance Level 6, Central Bank Building Apia, Samoa</p>
Closing Date	1 December 2023 at 4pm
Late Applications	Applications submitted after the closing date will NOT be accepted and considered during the short-listing process.