



PLEASE ADDRESS CORRESPONDENCE
TO THE GOVERNOR

CENTRAL BANK OF SAMOA

PO Box Private Bag, Apia, Samoa Ph: 685-34100 | Fax: 685-20293/24058 E-mail: centralbank@cbs.gov.ws Web: www.cbs.gov.ws

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	Analyst - Inclusive Insurance Markets for SME's		
Office	Central Bank of Samoa		
Contact	Human Resource Department, Central Bank of Samoa Tel: +685 34100 Email: hrd@cbs.gov.ws		
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 briefly your ability to meet the position competencies set out in the Position Description; 2. Most recent curriculum vitae that includes: <ol style="list-style-type: none"> (i) Details of all 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. 3. Three (3) Referees 4. Completed and signed Authorization Form 		
Authorization Form	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> • Consenting to the Central Bank 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 should be addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>The Governor Central Bank of Samoa Level 6, Central Bank Building Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>By Post: The Governor Central Bank of Samoa P.O.Box Private Bag Apia, Samoa</p> </td> </tr> </table>	<p>The Governor Central Bank of Samoa Level 6, Central Bank Building Apia, Samoa</p>	<p>By Post: The Governor Central Bank of Samoa P.O.Box Private Bag Apia, Samoa</p>
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Closing Date	Wednesday 26 April 2017 by 12:00noon.		
Late Applications	Applications submitted after the closing date must be accompanied by a valid explanation and will be subject to the Governor's decision for inclusion in the process.		