



PLEASE ADDRESS CORRESPONDENCE
TO THE GOVERNOR

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	Security Officer
Position Code	0117
Office	Central Bank of Samoa
Contact	Human Resource Department, Central Bank of Samoa Tel: +685 34100 Email: hr@cbs.gov.ws
Making an Application	<u>All Applicants</u> are required to submit the following: 1. Completed and signed application form, 2. Most recent curriculum vitae with three (3) referees, 3. Email address to inform your application status 4. Police Report
Authorization	By signing the Authorization Section, you are: <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.
Email	Email is the crucial form of communication. Please ensure the email address provided in the application is correct and frequently checked. The status of an application will be communicated through email.
Police Report	You are required to include a recent police report as part of your application package. Failure to submit this document will result in your application not being considered and will be automatically disqualified.
Submission of Application	All applications should be addressed to: The Governor Central Bank of Samoa Level 6, Central Bank Building Apia City, Samoa And submitted to the Manager HRD, Level 1 CBS Building.
Closing Date	Monday, 17 March 2025 no later than 4:00pm
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.