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Position Title:	Senior Building Inspector
Position Code:	WI002987
Reports to:	ACEO- Asset Management Building Division
Division:	Asset Management Building Division
Location	MWTI, TATTE Building Level 4
Salary Grade	A12 \$33,436 p.a

Ministry Overview

To establish, regulate, promote, and monitor transport and infrastructure legislations and policies to ensure safe, secure, and viable transportation modes and infrastructure assets in Samoa.

Overview of Division

To ensure that all the building activities, structures and developments in Samoa are stable, sustainable, and safe in compliance with requirement of prevailing building codes and standards.

Purpose/Objective of Position

Inspect new and existing buildings and structures; to advise and enforce compliance with the National Building Code of Samoa.

Key Responsibilities

Responsible to: ACEO: Asset management Building

Responsible for: N/A

Functional Relationship:

Internal:

- Chief Executive Officer*
- Assistant Chief Executive Officer- AMB*
- Principal Building Inspector*

External:

- Contractors*
- Building Owners*
- Attorney General Office*
- Stakeholders*

Key Areas of Responsibilities	Performance Expectations/Deliverables
<i>Building Inspections</i>	<ol style="list-style-type: none"> 1. Inspects construction work in progress to ensure work complies with the issued building permit for construction and approved documentation and ensures that infringement notices are issued to persons responsible for non-compliance 2. Prepare and file hard and electronic copies of inspection reports.

		<ol style="list-style-type: none"> 3. Check the approved documentation against the construction works on site. 4. Advise and raise awareness on permit procedures and role of other authorities to applicant 5. Interprets National Building Code requirements and recommends compliance procedures to persons responsible for conformance
	Assessment of Building Permit Applications	<ol style="list-style-type: none"> 1. Assist in processing building permit applications. Explain permit procedures, requirements and role of other authorities to applicant 2. Assist in the assessment of building permit applications and review of construction drawings
	Public Integration and Enforcement of National Building Code	<ol style="list-style-type: none"> 1. Participate in professional and public meetings and provide advice on National Building Code as required. 2. Conduct awareness workshops and participate in awareness campaigns on media (television, radio)
Core Competencies		
<i>To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies</i>		
Job Competency Descriptors		
	<i>Time Management Skills</i>	<ul style="list-style-type: none"> • Ability to effectively manage time plan a schedule of work to enable tasks to be completed within a specified time frame and must exhibit punctuality in the timely execution of tasks assigned • Ability to effectively provide inspection reports when required
	<i>Research and Analytical Skills</i>	<ul style="list-style-type: none"> • Ability to conduct research and analyze problems, identify alternatives solutions and implement recommendations in support of goals of the Division/Unit • Ability to undertake research or work unsupervised when conducting out of the office activities from time to time such as site visits and building inspections
	<i>Leadership Skills</i>	<ul style="list-style-type: none"> • Willingness to make decision where appropriate • Willingness to be innovative and creative • Ability to supervise subordinates to ensure reporting and work targets are met.

		<ul style="list-style-type: none"> Shows willingness to lead and supervise a variety of building inspections activities in compliance with the National Building Code
	<i>Public Relation Skills</i>	<ul style="list-style-type: none"> Ability to clearly communicate both orally and writing in Samoan and English when communicating with stakeholders of the Ministry and the public in general Ability to sustain good working relations with contractors, building owners and government personnel
	<i>Information Technology</i>	Possesses excellent computer skills in Microsoft Office programs such as Word, Excel, Outlook and database programs i.e. Microsoft Access etc.
PERSONAL ATTRIBUTES	<i>Values and Ethics</i>	<ul style="list-style-type: none"> Knowledge of the SPS Values and demonstrate excellent work ethics Role models the SPS values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness
	<i>Commitment and personal drive</i>	<ul style="list-style-type: none"> Flexibility Openness to new ideas Willingness to learn and self-develop Innovative Prompt, physically fit and healthy
	<i>Integrity</i>	<ul style="list-style-type: none"> Acts with integrity at all times Demonstrates precision in assigned work operations and decision making Shows good attention and consistency in the execution of work Punctual to work and all events expected to attend
EXPERIENCE	<i>Experience, Knowledge, and Past Work Performance</i>	<ul style="list-style-type: none"> Minimum of 2 years relevant experience in Architecture, Engineering or Construction, involving the reading of construction drawing and specifications and on-site experience. Must live in Savaii

QUALIFICATION	<i>Qualification</i>	<ul style="list-style-type: none">• Must have a Degree in Architecture or Construction or other related fields from a recognized Tertiary institution.
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Job Application Form

Form 2

Form must be completed by Applicant

Section 1: Position Details

<i>Ministry</i> MWTI	<i>Section</i> ASSET MANAGEMENT BUILDING DIVISION	<i>Location</i> TATTE BLDG, LEVEL 4, SOGI	
<i>Position Code</i> WI002987	<i>Title</i> Senior Building Inspector	<i>Supervisor Position Code</i> WI003016	
		<i>Salary Grade</i> A12	<i>Salary Rate</i> \$33,436p.a

Section 2: Personal Details

<i>First Name:</i>	<i>Last Name:</i>	<i>Other Names:</i>
<i>Gender:</i>	<i>Date of Birth:</i>	<i>NPF No:</i>
<i>Marital Status:</i>	<i>Physical Address (1):</i>	<i>Physical Address (2):</i>
<i>Post Code:</i>	<i>Phone No (1):</i>	<i>Phone No (2):</i>
<i>e-Mail:</i>	<i>Facsimile:</i>	

Section 3: Education Details

Most recent qualification	Major Area of Study	Institution Attended	Date Started	Year Graduated

Section 4: Training History

Courses Relevant to Selection Criteria ONLY	Institution/Country	Dates

Section 5: Employment History

Current / Most recent Position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Next previous position

Employer's Name	Date	Duration
Position Title	Number of Staff:	
Main Responsibilities		

Section 6: Selection Criteria

Based on an analysis of the duties of this position as determined by the Manger responsible, set out below are the criteria that will be used in assessing the suitability of each Applicant for the position. Please address each selection criteria on a separate sheet and attach to this form.

It is the Applicant's responsibility to:

1. Indicate aspects of their work experience which indicate their ability to satisfy each Merit Factor in executing the duties specified in the Job Description.
2. Complete this information in a true and accurate way (failure to do so will disqualify the Applicant); and
3. Supply supporting documentation should they be called for short-listed interviews.

Note: If you feel the need to supply additional arguments to support your fulfilment of the selection criteria listed below then please attach that information to this application form.

MERIT FACTORS :**1. Skills and Abilities (refer to JD for full details)**

Time Management skills, Research and Analytical skills, Leadership skills, Public Relation skills, Information Technology.

2. Personal Attributes (refer to JD for full details)

Values and Ethics, Commitement and Personal drive, Intergrity.

3.1 Experience (refer to JD for full details)**3.2 Pas Work Performance**

Must of two (2) years relevant experience in Architecture, Engineering or Construction, involving the reading of construction drawing and specifications and on-site experience.

5. Qualification (refer to JD for full details)

Must have a Degree in Architecture or Construction or other related fields from a recognized Tertiary Institution.

Section 7: Computer Skills and Competency

Indicate competency level for each Application

Competency Level code: 1= no knowledge; 2= basic knowledge; 3= good knowledge; 4= strong/advanced capabilities

Main Applications	Competency level:	Other Systems	Competency level:
Ms Word		Ms Access	
Ms Excel		Other (specify)	
Ms Powerpoint		Other (specify)	
E-mail		Other (specify)	

Section 8: Knowledge of Languages

For languages other than your mother tongue, enter appropriate number from code below to indicate level of your language skills

CODE

- Limited conversation, reading of newspapers, routine correspondence
- Engage freely in discussions, read write more difficult materi
- Speak, read and write (nearly) as well as mother tongue.

Indicate your mother tongue by ticking a box below	Speak	Read	Write
Samoan			
English			
Other (specify)			

Section 9: Discipline Records Check

Do you have a discipline record; any criminal convictions; or any current legal proceedings against you? (Please TICK the appropriate box)

No

Yes

IF Yes, Please provide details on a separate piece of paper in a sealed envelope and attach it to this form. This information will be kept confidential and only be seen by the Assessment Committee.

Section 10: Declaration of Referees

Please note that you need to declare addresses and contact numbers of three referees.

Referee Name	Designation	Address/Contact Numbers
1.		
2.		
3.		

Section 11: Declaration of Close Relations

Do you have a close relation (family ties) to an individual(s) currently employed anywhere in the Ministry to which you are applying? (Please TICK the appropriate box)

No

Yes

If YES, please provide name(s) of your relation(s) and state nature of relationship

Section 12: Community Status

Outside the work environment, do you hold any positions (including matai titles) associated with community services, and if so, please list:

Section 13: Certification And Authorisation

I hereby certify that the information given in my application is true and correct. I also acknowledge that if I am appointed on the basis of any false information that I provide my appointment will be revoked. I also authorise the Department to undertake any necessary checks to confirm the information provided by me.

Signature	Date
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Applicant Statistics Form

This form is specifically for the use of gathering statistics.

Position Details – please provide the details of the vacancy you are applying for:

Ministry/Office	<input type="text" value="MWTI"/>
Position Title	<input type="text" value="Senior Building Inspector"/>
Position Code	<input type="text" value="WI002987"/>

Demographics – please tick the appropriate box:

Gender	<input type="checkbox"/> Female	<input type="checkbox"/> Male	
Nationality	<input type="checkbox"/> Other	<input type="checkbox"/> Other (please specify)	<input type="text"/>

Current Employment Status – please tick the appropriate box that describes your current employment status

<input type="checkbox"/> Internal (Same Ministry)	<input type="checkbox"/> Other Public Service/Government Ministries/Office	<input type="checkbox"/> Employed in SOE/Public Bodies	<input type="checkbox"/> Employed in Private Sector	
<input type="checkbox"/> NGOs	<input type="checkbox"/> Not Employed	<input type="checkbox"/> Self Employed	<input type="checkbox"/> Studying	<input type="checkbox"/> Overseas

Finding out about the vacancy – please tick the appropriate box to show how you found out about this vacancy?

<input type="checkbox"/> PSC Website	
<input type="checkbox"/> Ministry Website (please specify)	<input type="text"/>
<input type="checkbox"/> Local Paper (please specify)	<input type="text"/>
<input type="checkbox"/> PSC/Ministry Noticeboard (please specify)	<input type="text"/>
<input type="checkbox"/> Word of mouth/Friends/Family Member	
<input type="checkbox"/> Other (please specify)	<input type="text"/>

Please tick this box to allow us to contact you in the future for feedback/suggestions about our Recruitment and Selection process.

Confirmation of Receipt

Please complete the section below. Our Organisation has received your Application Form we will stamped with the date your application is received and sent back to you as confirmation of receipt. Applications sent by email will be acknowledged by email

Position Title:	<input type="text" value="Senior Building Inspector"/>	Position Code:	<input type="text" value="WI002987"/>
Name:	<input type="text"/>	Date Received	<input type="text"/>
		Email/Postal Address	<input type="text"/>