



**Office of the Attorney General  
RECRUITMENT & SELECTION  
APPLICATION FORM**

**THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:**

**Position Title: Witness/Liaison Officer**

**Position Code: AT001799**

**Division: Corporate Services Division**

**Location: Tofilau Eti Alesana Building, Level 2 – MULINU’U**

**Salary Rate: A10 – A11\$23,801 - \$26,684**

<b>1. PERSONAL DETAILS</b>			
NAME			
DATE OF BIRTH		GENDER	
NATIONALITY			
FAMILY STATUS (DEPENDENTS)			
POSTAL ADDRESS		E-MAIL ADDRESS	
TELEPHONE WORK		MOBILE NUMBER	
TELEPHONE HOME		FAX NUMBER	
LANGUAGES			
HOBBIES			
COMMUNITY INVOLVEMENT			
<b>2. ACADEMIC BACKGROUND (Most recent ones first)</b>			
Dates		Institution/Country	Qualification Attained
<b>3. OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)</b>			
Dates		Institution/Country	Programme Title/Theme



<b>CRITERIA 4</b> Able to work with minimal supervision, prioritize and manage time (ESSENTIAL)	
<b>CRITERIA 5</b> Have a basic understanding of criminal court procedure (PREFERENCE)	
<b>CRITERIA 6</b> Have some experience in the law and justice sector (PREFERENCE)	
<b>8.</b>	<b>GENERAL INFORMATION</b>
Computer Literacy (list programmes and level of competency)	
Declaration of close relations to any individual who is currently employed at the National Prosecution Office. Please list name/s and nature of relationship.	
Discipline Record (list past employment disciplinary cases or criminal convictions, if any)	
Possible start date if successful	
<b>9.</b>	<b>ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT</b>
<b>10.</b>	<b>HOW DID YOU LEARN ABOUT THIS POSITION?</b>
<b>11.</b>	<b>CERTIFICATION &amp; AUTHORISATION:</b>
<b>All information submitted herewith is true and correct. The Office of the Attorney General has the authority to seek verification of any information provided.</b>	
<b>Signature</b>	<b>Date</b>

The following documents must be attached to this Application Form:

- Curriculum Vitae
- Certified Copies of Qualifications

Applicants may attach copies of available Referee reports and other information they wish to provide to support their application.

**OFFICE OF THE ATTORNEY GENERAL**  
**Job Description Form**

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**Job Title:** *Witness Liaison Officer*  
**Salary Rate:** SAT\$23,801  
**Location of Job:** *Tofilau Eti Alesana Building, Level 2 – MULINU'U*  
**Responsible to the:** *Assistant Attorney General – Criminal Prosecution Division*

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**Primary Objectives**

To liaise with victims and witnesses for matters handled by the Criminal Prosecution Division

**Duties and Responsibilities**

1. Ensure the efficient provision of information of cases to victims and witnesses for matters handled by the Criminal Prosecutions Division
2. Ensure timely and accurate processing of request of prosecutors on advising victims and witnesses of cases
3. Prepare victim impact reports for victims to be filed with the court
4. Translations of trial documents
5. Provide update to police officers of their cases
6. Process clearances for witnesses leaving the country

**Selection Criteria**

1. Minimum qualification of a Diploma in Secretarial studies or related field.(essential)
2. Minimum of 2-3 years of working experience.(essential)
3. Demonstrated ability to communicate in written and oral in both Samoan and English.(Essential)
4. Able to work with minimal supervision, prioritise and manage time.(Essential)
5. Have a basic understanding of criminal court procedure. (preference)
6. Have some experience in the law and justice sector (preference).