



Office of the Attorney General

RECRUITMENT & SELECTION

APPLICATION FORM

THIS APPLICATION IS FOR THE FOLLOWING VACANT POSITION:

Position Title: Receptionist
Position Code: AT001797
Division: Corporate Services Division
Location: Tofilau Eti Alesana Building, Level 2 – MULINU’U
Salary Rate: A4-A6 (\$9,097 - \$13,081)

1. PERSONAL DETAILS			
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			

2. ACADEMIC BACKGROUND (Most recent ones first)		
Dates	Institution/Country	Qualification Attained

3. OTHER PROFESSIONAL DEVELOPMENT/WORKSHOPS/CONFERENCES ATTENDED (State only those that are relevant to this position)		
Dates	Institution/Country	Programme Title/Theme

4. WORK EXPERIENCE WITH REMUNERATION (Most recent employment first)		
Dates	Employer	Position (briefly list core functions)

9.	ANY OTHER ADDITIONAL INFORMATION APPLICANT WISHES TO SUBMIT	
10.	HOW DID YOU LEARN ABOUT THIS POSITION?	
11.	CERTIFICATION & AUTHORISATION:	
	All information submitted herewith is true and correct. The Office of the Attorney General has the authority to seek verification of any information provided.	
Signature		Date

The following documents must be attached to this Application Form:

- Curriculum Vitae
- Copy 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

Job Title: Receptionist

Division: Corporate Services Division

Salary Rate: A4-A6 (\$9,097 - \$13,081)

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

Responsible to the: Principal Administration Officer

Primary Objectives

The Receptionist will provide efficient and effective customer services as well as administrative support services in order to achieve the objectives of the Attorney General’s Office.

Duties and Responsibilities

1. Provide a front line reception service including operation of the switchboard by answering all telephone calls (both internal/external);
2. Provide customer services for all or any visitors, general public and or general customers visiting the premises that has appointments with the respective authorized personnel or managers;
3. Look after the registered book for all incoming visitors visiting the Office and ensure all visitors must have ID’s before entrance
4. Ensure that faults or complaints with the switchboard or the system used is reported in a timely manner;
5. Assist in the preparation of outwards mail and daily correspondences;
6. Attend to all enquiries, guest and visitors to the Criminal Prosecution Division and refer them to the responsible division either Supreme Court or District Courts.

Selection Criteria

1. Minimum qualification of a Certificate in Secretarial studies or related field.(essential)
2. Minimum of 1-2 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, prioritize and manage time.(Essential)
5. Understanding of Legislation, Policies and Plans for AGO.(Essential)