



POSITION DESCRIPTION

POSITION TITLE

Chief Executive Officer

LOCATION

Apia, Upolu, Samoa

REPORTS TO

Board of Directors

LAST REVIEW DATE

February 2022

ABOUT THE COMPANY

Samoa Airways ("SA") is wholly owned by the Government of the Independent State of Samoa. It operates as a private company and is the country's designated flag carrier operating domestically and regionally. As an organisation equal employment opportunities that promotes, learning and a safety culture among its staff is actively encouraged.

PRIMARY OBJECTIVE

To assist the Samoa Airways Board with the efficient management of all employees and resources in accordance with requirements as determined by the Board and related legislation and policies. The position's main objective is to provide leadership in managing and directing the SA to achieve its core objectives and keep the Board informed on all matters regarding the operating results of the company

RESPONSIBLE TO

1. The SA Board for the effective and efficient management of Samoa Airways and for the execution of the Company's core functions.
2. The Ministry of Finance as well as the Ministry for Public Enterprises for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislation and Government Policies.

RELATIONSHIPS

The position is required to build and maintain the following relationships:

Internal

- Board of Directors
- Executive Committee Team
- Wider Samoa Airways team

External

- Minister for Samoa Airways
 - Government Ministry's and Departments
 - Samoa Civil Aviation Department
 - Samoa Airport Authority
 - Customer Airlines
 - Samoa Tourism Authority
 - External Auditors
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**KEY
ACCOUNTABILITIES**

The position has the following key accountabilities for:

1. Oversee, control and manage the operations of the Company and ensure the airline is compliant with the applicable Civil Aviation Rules and Safety Management Requirements.
2. Advise the Board on issues relating to additional expenditure to the budget, remuneration, appointments, termination and organisational changes
3. Oversee and control SA annual budget, cash resources, debt and financial obligations, asset acquisition and servicing
4. Ensure the Company complies with all the relevant requirements under the Company's Act 2001, Public Finance Management Act 2001 and the Public Bodies Act 2001, and any amendments thereto.
5. Ensure the mandated and timely preparation and submissions of:
 - Corporate Plan
 - Annual Reports to Parliaments
 - Annual Operating Plan and Monthly Financial Reports to the Board, and
 - Quarterly Reports to the Ministry of Finance, Ministry of Public Enterprise and other relevant key stakeholders
6. In consultation with the Chairman of the Board, establish dates and times for Board meetings and notify Board members.
7. Provide comprehensive, accurate, timely and relevant information to assist Board deliberations.
8. Attend Parliament sittings, Cabinet Development Committee meetings and provide regular debriefings to the responsible Minister of the Samoa Airways on the Company's works and progress
9. Ensure adequate and cost effective numbers of staff are employed to carry out the mandated functions of the Company and ensure employment conditions are in compliant with Labour and OSH Acts.
10. Ensure annual performance appraisal reports for Contractual staff are completed, discussed with the appropriate staff and submitted for Board endorsement and or information
11. Ensure that SA policies are established and implemented to ensure staffs receive adequate and cost effective training and periodically review and establish suitable recommendations to the Board for levels of staff remuneration.
12. Periodically review and implement the Company's Finance, IT, Administration Policy manuals and make appropriate recommendations to the Board to ensure that policies are relevant and in line with Government's best practices.
13. Review and implement relevant policies that enable a safe and secure working environment for SA employees.
14. Ensure preparation of annual estimates for income, maintenance expenditure and capital expenditure for the approval of the Board and implement approved capital works.
15. Ensure that SA financial accounts are audited in accordance with legislated timeframes and available for review by the Board.
16. Ensure that operational policies and procedures are established and implemented to ensure that the Company's operation is of a high standard.

Carry out any other legal duties as directed by the Minister and/or Board.

SELECTION CRITERIA

You must have the following minimum qualifications, skills and experience:

Position Specific Competencies

Skills and Abilities	Descriptors
Strategic Leadership	<ul style="list-style-type: none"> • Articulates a clear vision for the Company and inspires a sense of shared purpose that drives the Company's vision and long-term direction • Ability to recognize opportunities that the Company can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Company's vision and goals. • Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms. • Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions. • Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments. • Demonstrates ability and skills in project and time management • Has good command skills and encourages internal feedback and external assessment for improving the Company's performance and take personal responsibility for outcomes. • Build effective teams and relevant systems within the Company to ensure effective and efficient operations. • Ability to acquire and administer resources (human, financial, material, information) in a manner that instils public trust and accomplishes the Company's goals. • Sound knowledge and understanding of Samoa Airways operating guidelines and business
Building Relationships	<ul style="list-style-type: none"> • Nurture internal and external relationships • Values individual's differences, strengths and potential and harness these to achieve the Company's goal • Develops guides and monitors employees. • Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork. • Communicates the 'big picture' clearly to a wide range of internal and external audiences with precision, confidence and in

	<p>an articulate manner.</p> <ul style="list-style-type: none"> • Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement. • Excellent communication skills in English and Samoan languages, sound knowledge in the Samoan culture (Fa'a Samoa) and especially high level in negotiation skills with the cultural setting in villages.
Delivers/Achieves Results & Outcomes	<ul style="list-style-type: none"> • Drive a culture of achievement and commitment to achieving outcomes beyond expectations. • Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results. • Stimulate or create a culture of accountability and transparency. • Uses workforce planning to develop and maintain the capability to deliver services effectively.
Personal Attributes	Descriptors
Integrity/Ethics	<ul style="list-style-type: none"> • Possess appropriate values and belief in what is best for the common good. • Is widely trusted and seen as a direct, truthful and courageous individual. • Personifies the values of honesty, integrity, impartiality, transparency and accountability. • Demonstrates self-awareness and commitment to personal development. • Serves the Government of the day irrespective of personal preferences
Commitment & Personal Drive	<ul style="list-style-type: none"> • Takes responsibility and initiates timely action to resolve issues. • Is prepared to make tough corporate decisions to achieve desired outcomes. • Accepts accountability for mistakes made in the organisation and ensures corrective action is taken.
Judgement / Intelligence / Common sense	<ul style="list-style-type: none"> • Is analytical, proactive and able to conceptualize strategic issues faced by the Company and apply appropriate and cost-effective solutions. • Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Company is ready to respond at all times to small scale incidents and national disasters. • Has the functional and technical knowledge to carry out the CEO's duties to a higher level of accomplishment. • Makes sound decisions based on common

	<p>sense, experience and good judgement with prejudice.</p> <ul style="list-style-type: none"> Anticipates implications and applies effective judgement to develop solutions.
Creativity & Innovation	<ul style="list-style-type: none"> Consistently generates and applies original ideas tackling both simple and complex problems. Brings out the best in others, lead them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods. Drives and steers the change agenda and demonstrates understanding the complex range of factors which effect change. Ensure a safe and happy work environment for all employees where they can freely express their creativity and individuality and still value being part of the Company
Experience and Past Work Performance	Descriptors
	<ul style="list-style-type: none"> Proven experience in management or leadership at a minimum of eight (8) years of service; and / or, Demonstrates extensive knowledge and experiences of not less than 8 years in Airline Operational Compliance Requirements and Rule Parts.
Academic Qualification	Descriptors
	<ul style="list-style-type: none"> Minimum qualification of a Bachelor degree either in Management from a recognized University OR in any related discipline. Demonstrate