



Government of Samoa
Malo o Samoa

MINISTRY FOR PUBLIC ENTERPRISES

PERMANENT EMPLOYMENT

APPLICATION INFORMATION PACKAGE

POSITION : PE000012 - POLICY ANALYST

A. BEFORE YOU APPLY:

- 1. Read the Job Description carefully:** The Job Description describes the roles and responsibilities of the position.
- 2. For your application to be considered you must complete ALL requirements of the Application Package**
 - **Job Application Form – Form 2**
For an application to be considered by the selection panel, all sections of the Application Form 2 **MUST** be completed and signed.
When supplying the names and details of three referees please ensure that they are able to comment on your past work performance in relation to the job you are applying for.
It is imperative to address all job competencies and using examples to demonstrate how they meet them in particular.
 - **Application Statistic Form – completed and signed**
 - **Copies of all academic achievements/qualifications/training etc.**
 - **Updated Curriculum Vitae**
 - **3 Referees and/or their details i.e (email addresses & phone numbers)**

B. SUBMISSION OF APPLICATION

- a. All applications should be addressed to:
The Chief Executive Officer
Ministry for Public Enterprises
Level 1, SNPF Plaza.
Apia, Samoa
- b. All Applications can be submitted using the following options;
 - MPE Office – Level 1, SNPF Plaza
 - Email: johanne.tupuola@mpe.gov.ws
- c. All Applications for the position will be closed on **28th June 2022 at 5:00pm**

LATE APPLICATIONS WILL NOT BE CONSIDERED!!

C. ABOUT THE POSITION

JOB DESCRIPTION	
Position Title:	Policy Analyst (Governance)
Position Code:	PE000012
Division:	Public Bodies Governance Division (PBGD)
Salary Grade:	A10
Salary Range:	\$25,006 / \$27,278
Ministry's Purpose	
To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.	
Divisional Purpose	
To improve the performance of Public Bodies by strengthening their governance and regulatory frameworks.	
Purpose of the position	
To support monitoring of the performance of Chief Executive Officers, General Managers and Managing Directors of Public Bodies in line with the Public Bodies (Performance & Accountability) Act 2001.	
Key Relationships:	
Responsible to:	Assistant Chief Executive Officer (Public Bodies Governance) through the Principal Governance Officer (SOEs)
Responsible for:	None
Functional Relationships:	27 Public Bodies (State Own Enterprises)
Duties:	
<i>Planning & Research</i>	
<ol style="list-style-type: none"> 1. Participate in and contribute to the Ministry's corporate and the Division's strategic planning processes. 2. Conduct selective research on the recruitment & selection process of Chief Executive Officers, General Managers, and Managing Directors by the Board. 	
<i>Monitoring Performance</i>	
<ol style="list-style-type: none"> 3. Assist with the implementation and monitoring of the Performance Based Framework for Chief Executive Officers, General Managers, and Managing Directors. 4. Review Public Body Quarterly & Annual Reports and assess their performance against the key performance indicators approved by the Board for Chief Executive Officers, General Managers, and Managing Directors. 5. Assist with the review of Public Bodies organisational structures. 	
<i>Administration & Database</i>	
<ol style="list-style-type: none"> 6. Update the database of Public Bodies Chief Executive Officers, General Managers, and Managing Directors. 7. Assist in organising meetings and training (workshops, seminars etc.) for Chief Executive Officers, General Managers, and Managing Directors and provide secretariat support by preparing agendas, minutes and carrying out other administrative requirements. 8. Assist in the preparation of submissions, briefing notes and draft responses to queries & correspondence for the CEO and ACEO. 9. Other duties as directed by the ACEO or CEO from time to time that support the 	

achievement of the Division's and Ministry's objectives and goals.

Selection Criteria		
Merit	Competencies	Details
<i>Skills & Abilities</i>	Research <i>(Essential)</i>	Ability to conduct research that is organised structured and demonstrates critical thinking.
	Analysis <i>(Essential)</i>	Ability to review and analyse information and make recommendations that are evidence based.
	Financial <i>(Essential)</i>	Knowledge of financial management and corporate finance.
	Planning <i>(Essential)</i>	Ability to organize and prioritize work/activity related tasks.
<i>Personal Attributes</i>	Honesty <i>(Essential)</i>	Committed to honesty with a strong work ethic and desire to get the job done to the best of one's ability.
	Communication <i>(Essential)</i>	Write clearly in a range of styles and formats with good oral presentation skills in both English and Samoan.
	Relationship Building <i>(Essential)</i>	Understands the importance of building good relationships colleagues and external stakeholders.
	Team Player <i>(Essential)</i>	Ability to work in a team environment.
<i>Experience & Past Work Performance</i>	One (1) year relevant experience (Desirable)	Participated in research work (academic, professional) in the last 18 months). Written reports and prepared correspondence that was clear and informative. Contributed to an event that needed planning, administration, budgeting and the coordinating of resources.
<i>Qualifications</i>	Undergraduate Degree <i>(Essential)</i>	Degree in Public Policy, Commerce, Management, Business Administration or other relevant field of study.