



## MINISTRY FOR PUBLIC ENTERPRISES

### POSITION DESCRIPTION

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| <b>Position Title:</b> | Senior Performance Analyst (Infrastructure PTBs) |
| <b>Position Code:</b>  | PE000039   |
| <b>Division:</b>       | Commercial Entities Monitoring Division          |
| <b>Salary Grade:</b>   | A12  |
| <b>Salary Range:</b>   | \$31,248   |

**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.

**DIVISION'S PURPOSE:** Enhance the profitability, compliance, financial sustainability and service delivery of Public Trading Bodies (PTBs).

**PURPOSE OF THE POSITION:** To ensure efficient and effective monitoring of performance of assigned Public Trading Bodies under the Infrastructure Sector to be in line with the Public Bodies (Performance and Accountability) Act 2001.

### KEY RESPONSIBILITIES

As a Senior Research Officer, you will be responsible for:

| Key Areas of Responsibility.         | Performance Expectations and Deliverables.  |
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| Compliance to Reporting requirements | <ul style="list-style-type: none"><li>• Ensure all Public Trading Bodies under Infrastructure Sector have updated quarterly and annual reports as well as Corporate Plans (CPs) and Statement of Corporate Objectives (SCOs).</li><li>• Ensure all PTBs under Infrastructure Sector are complied with reporting requirements as mandated under the Public Bodies (Performance and Accountability) Act 2001.</li><li>• Regular monitoring of PTBs' compliance to policies (CSO, ROE and Dividend) and procedures approved by Cabinet from time to time.</li></ul>          |
| Monitoring and Evaluation            | <ul style="list-style-type: none"><li>• Review and advice on assigned PTBs Corporate Plans and Statement of Corporate Objectives and monitor CP implementation through quarterly and annual reviews.</li><li>• Monitor progress of CPs and SCOs' strategies and targets via comprehensive planning mid-term review.</li><li>• Monitor assigned PTBs implementation of recommendations and corrective actions as advised by MPE through consistent follow up and reminders.</li><li>• Coordinate field monitoring visits for CSO activities on a quarterly basis</li></ul> |

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|                                 | and attend workshops and meetings with assigned PTBs.   |
| Research and Financial Analysis | <ul style="list-style-type: none"> <li>• Prepare annual and quarterly reviews on the performance of assigned Infrastructure PTBs. This includes reviews of CPs and SCOs progress of activities, quarterly and annual financial performance and formulation of recommendations to address current and emerging issues of assigned Infrastructure PTBs.</li> <li>• Work with Senior Officer of Finance &amp; Environment Unit in compilation of Public Accounts (Schedule 6, 7 and 13).</li> <li>• Work with Senior Officer of Finance &amp; Environment Unit in preparing overall reports and financial analysis to Cabinet for both quarter and annual reports.</li> <li>• Prepare MPE report for assigned PTBs proposals to Cabinet when required.</li> <li>• Prepare surplus capital review for assigned PTBs on an annual basis to determine ability to pay special dividends</li> </ul> |
| SOEs Human Resource Monitoring  | <ul style="list-style-type: none"> <li>• Research on all relevant information to develop database on Infrastructure PTBs Human Resource.</li> <li>• Infrastructure PTBs Human Resource database updated on a quarterly basis.</li> </ul>  |
| Other Duties                    | <ul style="list-style-type: none"> <li>• Other roles and responsibilities assigned and directed from time to time.</li> </ul>   |

### **CORE COMPETENCIES/SELECTION CRITERIA.**

To effectively and efficiently perform this role, you must possess/demonstrate the following competencies:

#### ***Skills and Abilities***

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| Problem Solving              | <ul style="list-style-type: none"> <li>• Understand the nature of operations of assigned PTBs and how issues are mitigated given a wide range factors as well as impact to stakeholders and the PTBs involved.</li> <li>• Understand the relationship between financial and non-financial analysis to key issues identified and ability to formulate doable recommendations to resolve prevailing and emerging PTB issues.</li> </ul>   |
| Planning and Organizing      | <ul style="list-style-type: none"> <li>• Ability to monitor performance of assigned PTBs against objectives and re-prioritize where necessary</li> <li>• Ability to meet deadlines of both individual PTB financial analysis and whole of PTB sector analysis to ensure timely advice to Shareholding Ministers.</li> <li>• Ability to work under pressure given timeframe for designated tasks and ad hoc analysis from time to time.</li> <li>• Prepare with Principal Officer quarterly and annual work plan as guidance to agreed outputs.</li> </ul> |
| Building Relationships       | <ul style="list-style-type: none"> <li>• Value the importance of teamwork and knowledge sharing to build team members' morale</li> <li>• Build and maintain relationships as well as professional networking with PTBs to better undertake respective roles.</li> </ul>   |
| Achieves and Deliver results | <ul style="list-style-type: none"> <li>• Demonstrate understanding of MPE's role and the strategic direction of CEMD through implementation of respective PTBs financial and operational monitoring tasks.</li> </ul>   |

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|                                       | <ul style="list-style-type: none"> <li>• Willingness to undertake assigned tasks and building the team to achieve desirable timely results.</li> </ul>   |
| Communication and Presentation skills | <ul style="list-style-type: none"> <li>• Ability to communicate clearly in written and verbal in respectful and acceptable manner.</li> <li>• Able to correspond, convey and report in consequential order information and work related matters to minimize misinterpretation</li> <li>• Demonstrate understanding of assigned PTBs key issues and development of practical recommendations to mitigate such.</li> </ul> |

### ***Personal Attributes***

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| Commitment and Personal Drive     | <ul style="list-style-type: none"> <li>• Commitment to the role, divisional and MPE purpose by co-operating in technical as well as social team activities and valuing inputs from other team members</li> <li>• Ability to work as a team to achieve overall CEMD targets</li> </ul> |
| Integrity                         | <ul style="list-style-type: none"> <li>• Acts with integrity at all times</li> <li>• Ability to ensure accuracy in tasks performed</li> <li>• Be professional, impartial and objective in the approach to sensitive matters</li> </ul>  |
| Samoa Public Service (SPS) Values | <ul style="list-style-type: none"> <li>• Familiar with the code of conduct</li> <li>• Role models the SPS values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>   |

### ***Experience***

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| Experience and past work performance | <ul style="list-style-type: none"> <li>• At least 2 years of relevant work experience in: <ul style="list-style-type: none"> <li>- Research and analysis (financial and non-financial)</li> <li>- SOE Management</li> <li>- Report writing and professional networking</li> </ul> </li> <li>• Ability to demonstrate understanding on the objectives as well as nature of operations of PTBs is of value added.</li> </ul> |
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### ***Qualification***

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| Formal Qualification | <ul style="list-style-type: none"> <li>• Minimum qualification – Bachelor degree in Commerce majoring in either, Accounting, Finance, Economics, Public Administration or any relevant discipline.</li> </ul> |
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