



*Please address all correspondence
to the Chief Executive Officer*

GOVERNMENT OF SAMOA
MINISTRY FOR PUBLIC ENTERPRISES

POSITION DESCRIPTION

Position Title:	Research Officer (Infrastructure PTBs)
Position Code:	PE000018
Division:	Commercial Entities Monitoring Division(CEMD)
Salary Grade:	A10
Salary Range:	\$25,006.00

MINISTRY'S PURPOSE: Strengthen Public Bodies performance through quality advice to ensure they are making a valuable contribution to economic and social development.

DIVISION'S PURPOSE: Effective monitoring and policy advice via consultative approach that drives improved performance of Public Trading Bodies.

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 Research Officer, you will be responsible for:

Key Areas of Responsibility.	Performance Expectations and Deliverables.
Database & Records Management	<ul style="list-style-type: none">• Maintain overall quarterly and annual reports database for Infrastructure State Owned Enterprises(SOEs) updated on a quarterly and annual basis• Maintain electronic database for all Infrastructure SOEs and save on server• Maintain and update CSO Database for SOEs on a regular basis
Quarterly and Annual Reports Performance Review for assigned Infrastructure SOEs.	<ul style="list-style-type: none">• Prepare annual and quarterly review of reports on the performance of infrastructure SOEs including a summary of corporate plans and budgets, summary of financial performance and recommendations to address problem areas identified to improve enterprises performance.• Prepare financial management analysis for assigned infrastructure SOEs on an annual basis to further improve Government returns on their SOE investments as well as improving dividend collection.

Review of assigned Infrastructure SOEs Corporate plans	<ul style="list-style-type: none"> Review assigned SOE Corporate plans (CPs) and monitor CP implementation.
Other Works	<ul style="list-style-type: none"> Prepare MPE report for SOEs Cabinet Submissions for cabinet approval Actively participate in site visits for Infrastructure SOEs both in Upolu or Savai'i

CORE COMPETENCIES/SELECTION CRITERIA.

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

Skills and Abilities

Problem Solving	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> Understand the importance of the Ministry's purpose and its relationship to Government's development agenda Able to provide a clear sense of direction and inspire a positive attitude at work. Is focused on knowing the business of the organization
Planning and Organizing	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> Monitors performance against objectives and re-prioritizes where necessary Able to meet tight deadlines and work effectively under pressure.
Research and Analytical	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> Seek all relevant information for problem solving Able to analyze information presented in a variety of forms to identify issues and their implications to assist in problem solving.
Written & Oral Communication	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> Write in a clear, fluent and concise manner Organize and presents information in a logical sequence Is articulate, speaks clearly and with confidence

Personal Attributes

Building Productive Relationships	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> Are able to establish and maintain internal and external relationship with people at all levels Active team player who understands team dynamics and the factors that can affect a team's performance Able to establish useful partnerships with people across business areas, functions and organizations.
Samoa Public Service(SPS) Values and Ethics	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> Familiar with the SPS Code of Conduct Role model the SPS Values of honest, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
Integrity	<ul style="list-style-type: none"> Acts with integrity at all times Is an example of professionalism, impartiality and objectivity with regards to sensitive matters Is loyal and can make sound decisions based on facts in accordance with established legislation and policies.

Knowledge

Financial Performance	Individuals who demonstrated this capability: <ul style="list-style-type: none">• Must have knowledge and understanding of Financial Performance of any business.• Must know how to interpret financial statements of any business.
Policies and Legislations	Individuals who demonstrated this capability: <ul style="list-style-type: none">• Must have knowledge and understanding of legislations governing the work of the Ministry for Public Enterprises• Must have understanding of relevant policies and procedures guiding work operations• Basic knowledge and understanding of the Government of Samoa's planning framework
Human Resource Management	Individuals who demonstrated this capability: <ul style="list-style-type: none">• Must have knowledge and understanding of HR Policies.

Experience

Experience	Relevant experience in: <ul style="list-style-type: none">• Research and Analysis• Proposal and Report Writing• Networking
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Qualification

Formal Qualification	Must have a Bachelor Degree in Commerce, majoring in Accounting, Economics and Business Administration.
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