

**CHIEF EXECUTIVE OFFICER
SCIENTIFIC RESEARCH ORGANIZATION OF SAMOA**

Job Description

PRIMARY OBJECTIVE:

The main objective of this position is to initiate, develop and advance scientific research and technological developments into adding value to food production and energy sources that are renewable and technical and consultancy services in accordance with the mandate of the organization.

RESPONSIBLE TO:

1. The Minister of Samoa Research Organization of Samoa and SROS Board of Directors for the management of technical and economic issues relating to the operation of the organization in accordance with all legislations that governed SROS.
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.

DUTIES:

1. Lead and manage the daily operation of the Organization in achieving its' principal function as prescribed in the SROS Act 2008, and objectives in the SROS Corporate Plan 2021-2024, and report to the Board accordingly.
2. Provide strategic advice to the Minister and the Board on all research & development issues.
3. Design, lead and implement all scientific and technical research programs initially in food and plant postharvest technologies and other areas (e.g. renewable energy, medicinal plants, etc.) that add value to local resources and services that are approved by the Board.
4. Coordinate the transfer of research findings into commercial products and ensure all research materials and findings are properly documented and achieved for future projects.
5. Lead the development of functional prototypes of products and processes based on the local and overseas market.
6. Work collaboratively with all sectors on identifying potential research projects and formulating appropriate policies and strategies for the consideration of the Board.
7. Devise and implement strategies to further develop, extend and strengthen the Organization's technical (e.g IANZ- accredited food & food product testing, narcotics testing, pesticide residues testing etc) and consultancy (e.g food technology, plant postharvest technologies, renewable energy, environment, etc) services to diversify income stream of the Organization.
8. Lead and manage the Organization's budget and ensure financial plans are implemented in line with governing legislation and that the control measures and systems are in place to ensure all the Organization's facilities and resources are well utilized, safeguarded and maintained.
9. Work collaboratively and strategically in facilitating private sector participation in Research & Development programs as well as facilitating private research funding.
10. Develop and implement relevant plan for the Organization and ensure all the Organization's assets and resources are managed prudently and legally.
11. Formulate a workforce succession plan to ensure availability of qualified personnel for the smooth maintenance and future sustainability of the Organization's operations.
12. Ensure the mandated and timely preparation and submission of:
 - ✓ Annual reports to Cabinet and Parliaments;

- ✓ Monthly Financial reports to the Board, and
 - ✓ Quarterly reports to the Ministry of Finance, Ministry for Public Enterprises and other relevant key stakeholders
13. Formulate and implement policies to facilitate the involvement of science research students and scientists in SROS programs.
 14. Initiate and ensure the constant provision of required research equipment and other physical assets for the smooth operation of all Research & Development programs.
 15. Initiate and develop Research & Development public seminars and publication for public awareness and information.
 16. Achieve and promote marketing, both national and international in support of Research & Development programs and products.
 17. Ensure that all appropriate right of Research & Development programs' findings and products are patented and protected.

Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS & ABILITIES	DESCRIPTOR
Strategic Leadership	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Organization inspires a sense of shared purpose and direction and drives the Organization's vision and long-term direction. ▪ Ability to recognize opportunities that the Organization 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 Organization'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 understanding of management principles particularly in an education environment. ▪ Has good command skills and encourages internal feedback and external assessment for improving the Organization's performance and take personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Organization 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 Organization's goals.
Building Relationships	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Organization's goal ▪ Develops guides and monitors employees. ▪ Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.

	<ul style="list-style-type: none"> ▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner. ▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
Delivers/Achieves Results & Outcomes	<ul style="list-style-type: none"> ▪ Drives 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 / create a culture of accountability and transparency. ▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.
PERSONAL ATTRIBUTES	DESCRIPTOR
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 is seen as a direct and courageous individual. ▪ Personifies values of honesty, integrity, impartiality, transparency accountability. ▪ Demonstrate 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 organization and ensures corrective action is taken.
Intellect & Judgment	<ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Organization 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 Organization is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the Chief Executive Officer's duties to a high level of accomplishment. ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice. <p>Anticipates implications and applies effective judgment to develop solutions.</p>
Creativity & Innovation	<ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ Brings out the best in others, leads 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 of the complex range of factors which effect change. ▪ Ensuring 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 Organization.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in management or leadership with a minimum of eight (8) years in public or private service. ▪ Proven work history in conducting scientific & technical research and attracting research funding for scientific research projects.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree or higher from a recognized tertiary institution in Science in at least two of the following disciplines: <ul style="list-style-type: none"> ✓ Food Science and Technology, ✓ Renewable Energy, Biotechnology, ✓ Quality Management Systems, ✓ Agricultural Sciences, ✓ Agriculture Sciences, ✓ Product Development; or, ✓ other related science disciplines relevant to this position.