



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

GENERAL MANAGER DEVELOPMENT BANK OF SAMOA

(March 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	General Manager		
Public Body	Development Bank of Samoa		
Contact	Ministry for Public Enterprises Tel: +685 34500 Email: cam.wendt@mpe.gov.ws The Application Pack can be downloaded from the website link: www.mpe.gov.ws		
Making an Application	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> 1. A Cover Letter: <ol style="list-style-type: none"> (i) Expressing interest in the G.M DBS position; and (ii) Availability to start employment, if appointed. 2. Most recent curriculum vitae that includes: <ol style="list-style-type: none"> (i) Details of all your current and previous work history, including the following information: <ol style="list-style-type: none"> (a) Position Title, Employer and the dates you held the position; and (b) List of Achievements; and (c) Brief Summary of Key Accountabilities (ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by a lawyer as true copies of the originals</i>); and (iii) Your contact details for correspondence purposes in relation to your application for this position. 3. Completed Referee Details with recent written references from three (3) professional referees (<i>Recent means no later than 12 months</i>). 		
Authorization Form	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> • Consenting to the Ministry for Public Enterprises and DBS Board of Directors or a designated representative (Selection Panel) to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position; ▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken. 		
Submission of Application	<p>All applications for the advertised General Manager DBS position MUST be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>The Chairperson Board of Director Development Bank of Samoa Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p> </td> </tr> </table>	<p>The Chairperson Board of Director Development Bank of Samoa Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p>
<p>The Chairperson Board of Director Development Bank of Samoa Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p>		
Closing Date	Friday, 5th May 2023, by 4.00pm		
Late Applications	<p>It is important to note that ALL applications received after the time and date stated in the advertisement <u>WILL NOT</u> be accepted and considered during the short listing process. <i>A hard copy of an electronically submitted application received after the due date may be accepted given the electronic copy was received on time.</i></p>		

JOB DESCRIPTION
General Manager
Development Bank of Samoa

POSITION OBJECTIVES:

The General Manager (“GM”) leads the management and operations of the Development Bank of Samoa to ensure effectiveness and efficiency in the delivery of its mandated services to the public

RESPONSIBLE TO:

1. The Minister of Finance (also Minister for the Development Bank of Samoa) and Board of Directors for:
 - a) Leadership and management of the Development Bank of Samoa in accordance with the DBS Act 2010, Corporate Plan 2021 – 24, related legislative framework and government policies
 - b) Achievement of the objectives of the Corporate Plan 2021-24 in the key priority areas of good governance, economic & social development, finance & sustainability, people & talent, innovation & social responsibility, as well as targets of the annual budgets of the DBS
2. The Ministry for Public Enterprises as well as the Ministry of Finance for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislation and Government Policies.

DUTIES:

Corporate Governance Skills

1. Administer all board activities and advise the Board in the execution of its duties and responsibilities outlined in the DBS Act 2010, the Public Bodies Act 2001 and other relevant legislation including its reporting responsibilities to Cabinet and the Parliament of Samoa.
2. Promote internal systems encompassing policies, processes and people, which serve the needs of DBS clients by directing and controlling management activities with good business acumen, objectivity, accountability and integrity and to encourage a healthy board culture which safeguards policies and processes.

Strategic Management Skills

3. Provide strategic policy advice to the Minister of Finance and the Board of Directors on all critical policy concern, taking into consideration a broad range of issues and emerging trends with potential implications and opportunities to the Bank’s operations
4. Promote an inclusive and enabling corporate culture to nurture a supportive working environment for achievement of the DBS’s objective
5. Develop strategies to achieve the strategic targets of the Bank while taking advantage of benefits and opportunities available through innovation, new markets, IT solutions and processes.
6. Assess real or potential risks and threats to the DBS and develop strategies to mitigate or resolve these risks.
7. Lead the implementation of the DBS Corporate Plans 2021-24, Annual Budgets, Capacity Building Programs, and Services Charter to ensure efficient and effective service delivery
8. Ensure timeliness of reporting requirements in accordance with relevant legislation frameworks:
 - Annual reports (including audited financial statements) to Cabinet and Parliament
 - Monthly reports on operations and financial performance to the Board of Directors
 - Quarterly reports to the Ministry for Public Enterprises, Central Bank of Samoa and other relevant key stakeholders,

Financial Management Skills

9. Oversee the financial management and budget of the Bank for effective implementation and reporting
10. Advise the Board through the Investment Committee, on development opportunities to grow the leading portfolio to generate returns and improve income generation
11. Assess the financial market and its influences and identify opportunities to secure funds for enhancing the lending mandate of DBS in the MSME sector

12. Assess potential risks associated with the current operations and implement strategies to mitigate or resolve these risks.
13. Administer the lending portfolio and credit risk management policies of the DBS.
14. Review systems of internal control covering its finances and lending activities for the DBS to ensure that they are implemented effectively in order to minimize the likelihood of errors and fraud
15. Report the financial performance and position of the DBS on a monthly basis and to advise the Board on viable opportunities for financial sustainability

Legislation Administration

16. Administer the DBS Act 2010 in accordance with its provisions to ensure compliance, effective application and implementation for financial sustainability, continuity of operations and safeguard of assets
17. Review the Bank's legislation for relevance to changes in the development and business environment, and for responsiveness to achievement of development priorities

Product & Services Knowledge

18. Administer all DBS products and services provided to clients and the general public
19. Develop new innovative products and services that will enhance DBS contribution to sustainable economic and inclusive development in the MSME sector
20. Perform any other duties as directed by the Minister of Finance and the Board of Directors

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Thinking	<ul style="list-style-type: none"> ▪ Articulates a clear vision and inspires a sense of shared purpose that drives the Bank's long-term direction. ▪ Ability to recognize opportunities that the Bank can utilize to secure resources from local and international sources for implementation of its programs ▪ Ability to recognize and use the strengths and potentials of its personnel in meeting the Bank'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 ▪ Demonstrate understanding of management principles, particularly in an education environment ▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments ▪ Encourages internal feedback and external assessment for improving the bank's performance and take responsibility for outcomes ▪ Build effective teams and relevant systems within the Bank to ensure effective and efficient operations ▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Bank's goals.
Building Relationship	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Bank's goal

	<ul style="list-style-type: none"> ▪ Drives a culture of collaboration, participation, stakeholder engagement & consultation and teamwork ▪ Communicates the big picture clearly to a wide range of internal and external audience with precision and confidence ▪ 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, progress reporting, monitoring and evaluating of results ▪ Stimulate and sustain a culture of accountability and transparency ▪ Uses workforce planning to develop and maintain the capability to deliver services effectively
Management	<ul style="list-style-type: none"> ▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives. ▪ Drive strategies to achieve operational efficiencies and value for money. ▪ Provide oversight for financial resources and assets and account for their use. ▪ Invest time in managing and developing people. ▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.
Leadership	<ul style="list-style-type: none"> ▪ Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance. ▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment. ▪ Able to lead a meaningful process of change in a purposeful manner. ▪ Ability to manage politics, take risks, be innovative and deal with complexity. ▪ Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions. ▪ Drives and sustains a performance culture both internally (agency level) and externally.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture & traditions ▪ 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 ▪ Makes tough corporate decisions to achieve desired outcomes ▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> ▪ Analytical, proactive, innovative and able to conceptualize strategic issues faced by the Development Bank of Samoa and apply appropriate and cost-effective solutions ▪ 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 Development Bank of Samoa is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the General

	<p>Manager's duties to a high level of accomplishment</p> <ul style="list-style-type: none"> ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice. ▪ Anticipates implications and applies effective judgment to develop solutions
Creativity and Innovation	<ul style="list-style-type: none"> ▪ Generates and employs original ideas, tackling both simple and complex problems consistently ▪ Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job, including use of innovative methods ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change ▪ Ensures 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 Development Bank of Samoa.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in management or leadership with a minimum of eight (8) years of services in public or private service in the following areas; professional & managerial experience in finance, portfolio management & assessment, credit risks management, financial analysis, banking, accounting or economics, experience in project management, public sector management, government policies and reforms, and in building network & relationships
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management, Banking & Project Management ▪ Professional membership of a recognized professional body relevant to the work of the Bank is an advantage

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ The position is for a period of three (3) years. ▪ The salary for the position is \$121,414 per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Development Bank of Samoa Development Bank of Samoa Office, Apia, Samoa
Duration:	Three (3) years
Salary:	\$121,414
Hours of Attendance:	The standard hours of attendance are Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays.
Performance Reviews:	The Appointee’s performance shall be reviewed in accordance with the Performance Management Guidelines.
Annual Leave:	25 days’ annual leave per annum
Sick Leave:	25 days’ sick leave per annum
Vehicle:	The Appointee is entitled to use one (1) vehicle provided by Employer for official and private use in accordance with prevailing Government policy relating to the provision and use of Government-issued vehicles.
Telephone Expenses:	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
Other Leave:	The Appointee is also entitled to other leave in accordance with the Human Resource Policy of the Employer
End of Contract Benefits:	The Appointee is entitled, at the expiry of the Contract Term; to payment of the equivalent of fifteen (15) working days of net pay bonus pay out for every year of the Contract served.
National Provident Fund:	The Development Bank of Samoa shall pay a percentage of the Appointee’s contribution of another rate prescribed by the National Provident Fund from time to time.
Accident Compensation Corporation:	The Development Bank of Samoa shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Corporation, development partner or relevant body meets all travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official duty travel,
Regional/International Recruited Staff:	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Development Bank of Samoa.