



*Please address all correspondence
to the Chief Executive Officer*

GOVERNMENT OF SAMOA
MINISTRY FOR PUBLIC ENTERPRISES

POSITION DESCRIPTION

Position Title:	Research Officer (Finance & Environment SOEs)
Position Code:	PE000019
Division:	Commercial Entities Monitoring Division (CEMD)
Salary Grade:	A10
Salary Range:	\$25,0006- \$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.

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

PURPOSE OF THE POSITION: To ensure efficient and effective monitoring of performance of assigned Public Trading Bodies classified under the Finance & Environment 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 Finance & Environment SOEs updated on a quarterly and annual basis• Maintain electronic database for all Finance & Environment SOEs related reports and financial information.• Maintain and update Dividend and on-lending/Contingent liabilities Database for all Public Trading Bodies.
Monitoring and Evaluation	<ul style="list-style-type: none">• Review and advice on assigned SOE Corporate Plans (CPs) and Statement of Corporate Objectives (SCOs) and monitor CP implementation.
Research and Financial Analysis	<ul style="list-style-type: none">• Prepare annual and quarterly reviews on the performance of assigned Finance & Environment SOEs. This includes reviews of corporate plans and Statement of Corporate Objectives progress of activities, quarterly

	<p>and annual financial performance and formulation of recommendations to address current and emerging issues of assigned Finance & Environment Public Trading Bodies.</p> <ul style="list-style-type: none"> • Prepare review and analysis on financial management tools of assigned Finance & Environmental SOEs on an annual basis. • Prepare MPE report for SOEs proposals to Cabinet when required.
Other Duties	<ul style="list-style-type: none"> • Other roles and responsibilities assigned and directed from time to time.

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 demonstrate this capability:</p> <ul style="list-style-type: none"> • Undertake situational analysis that will strengthen understanding of policies, systems and outcomes. • Can link strategy with medium and long term requirements and organizational objectives, and develops long term solutions.
Planning and Organizing	<p>Individuals who demonstrate 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 demonstrate 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 and Oral Communication	<p>Individuals who demonstrate 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 demonstrate 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 demonstrate this capability:</p> <ul style="list-style-type: none"> • Familiar with the SPS Code of Conduct • Role models the SPS Values of honesty, 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 objectively with regards to sensitive matters.

	<ul style="list-style-type: none"> • Is loyal and can make sound decisions based on facts in accordance with established legislation and policies.
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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 or Economics.
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