

MINISTRY FOR PUBLIC ENTERPRISES

JOB DESCRIPTION	
Position Title:	Senior Policy Analyst (Governance)
Position Code:	PE000010
Division	Public Bodies Governance Division (PBGD)
Salary Grade:	A12
Salary Range:	\$33,435.00

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.

Divisional purpose
To improve the performance of Public Bodies by strengthening their governance and regulatory frameworks in accordance with the Public Bodies (Performance & Accountability) Act 2001.

Purpose of the position
The purpose of this Senior Policy Analyst position is to assist with the recruitment & selection of Board Directors and monitoring the performance of these Directors and the Boards they serve in accordance with the expectations of the Public Bodies (Performance & Accountability) Act 2001.

Key Relationships	
Responsible to:	Assistant Chief Executive Officer, Public Bodies Governance Division through the Principal Policy Analyst (Governance).
Responsible for:	Assisting with the supervision of a Policy Analyst (Governance).
Functional relationship:	28 Public Bodies (State-owned Enterprises)

Key Responsibilities & Duties
<p>Policy Advice, Development & Appraisal</p> <ol style="list-style-type: none"> 1. Provide accurate and timely advice to the Independent Selection Committee (ISC) and select Government agencies (Office of the Attorney General, Ministry of the Prime Minister & Cabinet etc.) on the recruitment & selection and performance management of Public Body Boards & Board Directors. 2. Support the development of policies, strategies and frameworks to assist with enhancing the governance capacity of Public Body Boards and Board Directors. 3. Assist in developing the institutional frameworks to support Cabinet's decisions and legislative requirements. <p>Research and Analysis</p> <ol style="list-style-type: none"> 4. Contribute to the preparation of reports to the Minister, Cabinet, and the ISC on the recruitment & selection and performance management of Public Body Boards & Board Directors. 5. Prepare annual Performance Summaries of Public Bodies for the ISC. 6. Review Annual and Quarterly Reports from Public Bodies and identify governance related issues affecting their performance. <p>Monitoring and Evaluation</p> <ol style="list-style-type: none"> 7. Support the Division's effort to implement and monitor the performance based framework for Public Body Boards. <p>Database & Information Management</p> <ol style="list-style-type: none"> 8. Assist with the updating of the Directors Database by verifying Director appointments, following up on Warrants of Appointments and overseeing the signing of Declarations of Pecuniary Interests 7 Convictions. <p>Administration</p> <ol style="list-style-type: none"> 9. Assist with the timely recruitment and selection of Board Directors. 10. Assist in the coordination and delivery of administrative arrangements for capacity building of Board Directors 11. Assist the ACEO in preparation of Management Plans, Annual Reports, Cabinet submissions, Budget and other reports as required. 12. Other duties as required.

Selection Criteria		
Merit	Job Competencies	Details
1. Skills & Abilities	Analytical and Problem Solving (<i>Essential</i>)	<ul style="list-style-type: none"> • Skilled in the use of qualitative and quantitative research to undertake situational analysis that will strengthen understanding of policies systems and outcomes. • Able to process information and formulate logical conclusions. • Open to new ideas and information that is influencing policy and organizational change.
	Monitoring and Evaluation (<i>Essential</i>)	<ul style="list-style-type: none"> • Able to assist with monitoring and evaluation of individual and organisational performance against established objectives and indicators.
	Communication & Presentation Skills (<i>Essential</i>)	<ul style="list-style-type: none"> • Strong written and oral communication skills in both English and Samoan. • Correspond, convey and report in a coherent, logical way that generates understanding. • Able to communicate effectively in a variety of settings with wide ranging audiences in different styles. • Strong networking, interpersonal and relationship building skills.
2. Qualifications	Undergraduate Degree (<i>Essential</i>)	<ul style="list-style-type: none"> • Minimum qualification – A Bachelor’s degree in Public Policy, Management, Commerce or other relevant field of study.
3. Experience & Past Work	Two (2) years relevant work experience (<i>Essential</i>)	<ul style="list-style-type: none"> • Participated in research work (professional, academic) in the last 18 months. • Undertaken analysis of related policies and/or issues and prepared position summaries that were clear and logical.
4. Personal Attributes	Samoa Public Service Values and Ethics (<i>Essential</i>)	<ul style="list-style-type: none"> • Familiar with the Public Service Code of Conduct • Demonstrates personal integrity and honesty in all undertakings. • Knowledge of and role models the Samoa Public Service Commission Values with an excellent work ethic.
	Commitment and Personal Drive (<i>Essential</i>)	<ul style="list-style-type: none"> • Strong work commitment and is driven to completing tasks on time, in accordance with set targets and to the highest quality.

	Team Player (<i>Essential</i>)	<ul style="list-style-type: none">• Demonstrated team player who actively participates in team activities and values the input of staff at every level.
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