



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**GENERAL MANAGER
SAMOA AIRPORT AUTHORITY**

(October 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	General Manager		
Public Body	Samoa Airport Authority		
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 General Manager, SAA 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 SAA 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, Samoa Airport Authority 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 Samoa Airport Authority, Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</p> </td> </tr> </table>	<p>The Chairperson Board of Director Samoa Airport Authority, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</p>
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Closing Date	Friday, 3rd November 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 WILL NOT 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

SAA VISION

To be the Leading Hub of air travel in the Pacific Region

SAA MISSION

To comply fully with all applicable legislations, standards and practices to enhance safety and sustain profitable service delivery for an exceptional travelling experience.

BACKGROUND

As the main operator of airports, the SAA has undertaken projects on behalf of the Government to establish Faleolo International Airport as a progressive aviation space. Of primary importance is the maintenance of the new airport terminal buildings along with its newly installed and operational aerobridges to improve its service delivery and on-going compliance with all applicable international and national civil aviation standards and practices.

Other planned capital projects including the completion of the Airport in Tiavea, rehabilitation of the runway surface of Asau Airport, upgrading of safety and security equipment, minimizing the impact of rising sea levels at Faleolo International Airport and planning for a 300-meter extension of the Faleolo runway to accommodate fully laden long haul aircraft operations. With limited aeronautical revenues, the SAA will capitalize on new airport related business opportunities to maximize on its revenue earning capacity. This includes the commercial utilization of its unused land, rental spaces in the Terminal and outsourcing of non-core functions for improvement of service delivery.

SAA place more emphasis on improving general customer service standards by engaging airport users in the development of a standardized customer experience culture through customer surveys, traveller profiling, refreshers training, dialogue and awareness programs.

Finally, the SAA will continue to collaborate with key Government Agencies in promoting Samoa as a destination and assist new airlines or new routes by provision of incentive schemes to attract more air carriers to utilize Faleolo.

SCOPE

	Management	Staff
STAFF	8	310

POSITION DETAILS

Position Title: General Manager	Position Code: N/A
Position Grade: N/A	Salary Grade: SA\$121,414 p.a - \$125,828 p.a

Location:

Reports To:

1. **Minister for the Samoa Airport Authority** on Policy advice to Government on national strategic developments and direction of Samoa Airports;
2. The **Board of Directors** on all matters pertaining to the Samoa Airport Authority strategic direction including but not limited to its corporate governance, leadership, operations, management and reporting and compliance with the legal mandates of the Samoa Airport Authority; and,
3. 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.

PRIMARY OBJECTIVES:

To assist the Samoa Airport Authority Board with the efficient management of all employees and resources in accordance with requirements as determined by the Board and related legislation and policies.

The position's main objectives include, but not limited to, the:

- Strategic leadership to achieve the national strategic outcomes required of the SAA by the Strategy for the Development of Samoa (SDS), National Infrastructure Strategic Plan (NISP) and Transport Sector Plan (TSP) and the ensuing vision and mission statements of the SAA.

- Overall financial management and business investments of the SAA
- Overall asset management and airport infrastructural developments
- Ensure the safety and security of SAA airports and associated aviation services
- Comply with national and international applicable safety and security aviation standards
- Managing industry change and airport operations dynamics
- Managing the interface between the Authority and the Board; the Authority and the Ministers of MWTI and MPE.
- Creating collaborative and effective working relationships in the SAA and the SAA with all external stakeholders and customers

DUTIES AND MAIN RESPONSIBILITIES:

1. Oversee, control and manage the operations of the Authority.
2. Oversee and control the SAA annual budget, cash resources, debt and financial obligations, asset acquisition and servicing; ensuring the Authority complies with all the relevant requirements under the Airport Authority Act 2012, Public Finance Management Act 2001 and the Public Bodies Act 2001, and any amendments thereto.
3. Ensure that all the “certificated” aviation services provided by the Authority for the safety, security and regularity of air transport are maintained to established standards with systems/processes in place to sustain continued compliance.
4. Ensure the mandated and timely preparation and submissions of:
 - Annual Reports to Parliaments
 - Monthly Financial Reports to the Board, and
 - Quarterly Reports to the Ministry of Finance, Ministry of Public Enterprise and other relevant key stakeholders
5. Ensure the production and implementation of SAA strategic plans that are compliant with Government of Samoa’s legislated requirements, including their timely submission to appropriate stakeholders.
6. In consultation with the Chairman of the Board, establish dates and times for Board meetings and notify Board members.
7. Provide comprehensive, accurate, timely and relevant information to assist Board deliberations.
8. Attend Parliament sittings, Cabinet Development Committee meetings and provide regular debriefings to the Minister MWTI on SAA works and progress
9. Ensure adequate and cost effective numbers of staff are employed to carry out the mandated functions of the Authority and ensure employment conditions are in compliant with Labour and OSH Acts.
10. Ensure annual performance appraisal reports for Contractual staff are completed, discussed with the appropriate staff and submitted for Board endorsement and or information
11. Ensure permanent staff performances are assessed, reviewed and rewarded accordingly under a performance management system (PMS)
12. Ensure that SAA policies are established and implemented to ensure staffs receive adequate and cost effective training and periodically review and establish suitable recommendations to the Board for levels of staff remuneration.
13. Periodically review and implement the Authority's Finance, IT, Administration Policy manuals and make appropriate recommendations to the Board to ensure that policies are relevant and in line with Government’s best practices.
14. Review and implement relevant policies that enable a safe and secure working environment for SAA employees.
15. Ensure preparation of annual estimates for income, maintenance expenditure and capital expenditure for the approval of the Board and implement approved capital works.
16. Establish appropriate systems to ensure that the Airport Authority receives payment for its services.
17. Ensure that SAA financial accounts are audited in accordance with legislated timeframes and available for review by the Board.
18. Administer all airport contracts and develop tenancies and concessions.
19. Chair the Airport Security and Airport Safety & Facilitation Committees
20. Ensure that operational policies and procedures are established and implemented to ensure that the Authority’s operation is of a high standard.
21. Ensure that a fixed asset policy is established and implemented and plant and equipment are maintained to appropriate standards.
22. Maintain, review and make recommendations to the Board for an adequate and functional fleet of vehicles including appropriate rescue fire vehicles to maintain appropriate airport rescue fire category.

23. Responsible for SAA PR and liaisons with external organisations to further the interests of the Authority.
 24. Carry out any other legal duties as directed by the Minister and/or Board

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Thinking	<ul style="list-style-type: none"> • Articulates a clear vision of the Authority and inspires a sense of shared purpose that drives the Authority’s vision and long-term direction • Ability to recognize opportunities that the Authority 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 Authority’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 a civil engineering or aviation transport related environment. • Has good command skills and encourages internal feedback and external assessment for improving the Authority’s performance and take personal responsibility for outcomes. • Build effective teams and relevant systems within the Authority 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 Authority’s goals. • Sound knowledge of all current and relevant national and international legislations governing the Authority’s operations and all legislations related to Public Bodies.
Building Relationships	<ul style="list-style-type: none"> • Nurture internal and external relationship • Values individual’s differences, strengths and potential and harness these to achieve the Authority’s goal • Develops guides and monitors employees. • Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork. • Communicates the ‘big picture’ clearly to a wide range of internal and external audiences 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. • Excellent communication skills in English and Samoan languages, sound knowledge in the Samoan culture (Fa’aSamoa) and especially high level in negotiation skills with the cultural setting in villages.
Delivers / achieves results / outcomes	<ul style="list-style-type: none"> • Drive 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.

	<ul style="list-style-type: none"> • Stimulate or create 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"> ▪ Invest time in managing and developing people as well as building positive staff morale ▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities ▪ Manage projects across sector and multiple agencies and keeps stakeholders informed ▪ Effectively delegates appropriate responsibility, accountability & decision making authority. ▪ Monitors progress against milestones and deadlines. ▪ 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.
Leadership	<ul style="list-style-type: none"> ▪ Ability and confidence to effectively lead and navigate an organizations sustainably ▪ 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"> • Possess appropriate values and belief in what is best for the common good. • Is widely trusted and seen as a direct, truthful and courageous individual. • Personifies the values of honesty, integrity, impartiality, transparency and accountability. • Demonstrates 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 organisation and ensures corrective action is taken.
Intellect & Judgment	<ul style="list-style-type: none"> • Is analytical, proactive and able to conceptualize strategic issues faced by the Authority 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 Authority is ready to respond at all times to small scale incidents and national disasters. • Has the functional and technical knowledge to carry out the CEO's duties to a higher level of accomplishment. • Makes sound decisions based on common sense, experience and good judgement with prejudice. • Anticipates implications and applies effective judgement to develop solutions.
Creativity and Innovation	<ul style="list-style-type: none"> • Consistently generates and applies original ideas tackling both simple and complex problems.

	<ul style="list-style-type: none"> • Brings out the best in others, lead 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 the complex range of factors which effect change. • Ensure 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 Authority.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> • Proven experience in management or leadership at a minimum of eight (8) years of service, preferably in the area of Civil Aviation or Air Transport. • Extensive knowledge of the air transport/aviation industry, locally, regionally and internationally including its dynamics.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> • Minimum qualification of a Bachelor degree either in Civil Aviation or Air Transport management and administration from a recognized university OR a relevant civil aviation technical qualification from a recognized training institution.

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 SA\$121,414 p.a - \$125,828 p.a before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Faleolo International Airport, Main West Coast Rd, Faleolo, Samoa
Duration:	Three (3) years
Salary:	SA\$121,414 p.a - \$125,828 p.a
Hours of Attendance:	The standard hours of attendance is 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 Employer will provide a vehicle for the Employee to use for business and private use in accordance with Government policy and relevant legislation relating to the provision and use of Government 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 (where applicable), as approved by its Board.
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 Samoan Airport Authority 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 Samoa Airport Authority 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 Samoa Airport Authority.