



# **MINISTRY FOR PUBLIC ENTERPRISES**

## **Application Information Package**

### **GENERAL MANAGER SAMOA LIFE ASSURANCE CORPORATION**

(October 2023)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	GENERAL MANAGER		
<b>Public Body</b>	SAMOA LIFE ASSURANCE CORPORATION		
<b>Contact</b>	Ministry for Public Enterprises Tel: +685 34500 Email: <a href="mailto:cam.wendt@mpe.gov.ws">cam.wendt@mpe.gov.ws</a> The Application Pack can be downloaded from the website link: <a href="http://www.mpe.gov.ws">www.mpe.gov.ws</a>		
<b>Making an Application</b>	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> <li>1. A Cover Letter:             <ol style="list-style-type: none"> <li>(i) Expressing interest in the General Manager, Samoa Life Assurance Company ; and</li> <li>(ii) Availability to start employment, if appointed.</li> </ol> </li> <li>2. Most recent curriculum vitae that includes:             <ol style="list-style-type: none"> <li>(i) Details of all your current and previous work history, including the following information:                 <ol style="list-style-type: none"> <li>(a) Position Title, Employer and the dates you held the position; and</li> <li>(b) List of Achievements; and</li> <li>(c) Brief Summary of Key Accountabilities</li> </ol> </li> <li>(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</li> <li>(iii) Your contact details for correspondence purposes in relation to your application for this position.</li> </ol> </li> <li>3. Completed Referee Details with recent written references from three (3) professional referees (<b><i>Recent means no later than 12 months</i></b>).</li> </ol>		
<b>Authorization Form</b>	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> <li>• Consenting to the Ministry for Public Enterprises and Samoa Life Assurance Corporation 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;</li> <li>▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.</li> </ul>		
<b>Submission of Application</b>	<p>All applications for the advertised General Manager , Samoa Life Assurance Corporation of Samoa position <b>MUST</b> be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>The Chairperson Board of Director Samoa Life Assurance Corporation, Apia, Samoa</b></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</b></p> </td> </tr> </table>	<p><b>The Chairperson Board of Director Samoa Life Assurance Corporation, Apia, Samoa</b></p>	<p><b>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</b></p>
<p><b>The Chairperson Board of Director Samoa Life Assurance Corporation, Apia, Samoa</b></p>	<p><b>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</b></p>		
<b>Closing Date</b>	<b>Friday , 3<sup>rd</sup> November 2023, by 4.00pm</b>		
<b>Late Applications</b>	<p>It is important to note that ALL applications received after the time and date stated in the advertisement <b><u>WILL NOT</u></b> 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

### SLAC VISION

To be the leading life assurance provider that is reliable, affordable & suitable for all our valuable customers.

### SLAC MISSION

To maintain an acceptable level of quality policies and continuously introduce new business and financial services to ensure growth and financial viability of the Corporation

### BACKGROUND

Samoa Life Assurance was established under the Life Assurance Corporation Act 1976 and officially commenced operations on 1st July 1977. The Corporation's principle function under the Samoan Life Assurance Corporation Act 1976 is to carry on in Samoa and elsewhere the business of Life Assurance. In selling the various life policy contracts, the Corporation is encouraging long term savings, providing financial protection in case of death and promoting economic development of its members and contributing to the local economy through investment of surplus funds. SLAC operates as a self funding organization and it is required to strive to increase revenue by looking for investment opportunities available and continue writing up quality new business to replace voluntary withdrawals, cancellations, lapses and matured policies in order to maintain its long term financial viability.

SLAC's objective now and in the future is to continue to be profitable and be able to maintain a reasonably return to policy holders and pay claims when due.

### SCOPE

	Management	Staff	Sales Agents
<b>STAFF</b>	<b>5</b>	<b>52</b>	<b>15</b>

### POSITION DETAILS

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

### Location:

#### Reports To:

1. **The Board of Directors for**
  - a) The implementation of the Corporation outcomes outlined in its Corporate Plan
  - b) The periodical reporting and implementation of Corporation policies.
  - c) The efficient control and management of the Corporation's daily operations.
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.

### PRIMARY OBJECTIVES:

The main objective of The GM position is to lead and manage the work and staff of the Corporation, ensure that quality product and service (insurance products) service is provided to the Corporation's clients at all times and ensure that the interests of the Corporation are represented if required and contribute to the Cabinet Development Committee.

### DUTIES AND MAIN RESPONSIBILITIES:

#### **The General Manager will perform the following duties:**

1. Responsible for the efficient control and management of the Corporation's daily operations.
2. Prepare three year Corporate Plans, Annual Budget and cash flow projections.
3. Prepare and submit within the statutory time-frame the following:
  - Annual report (including audited financial statements) to the Board and Parliament as stipulated in the relevant Act(s) governing the operations of the Corporation;
  - Annual budget based on the requirements of the Corporation from time to time;
  - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders; other requirements as directed by the Board.
4. Construct (or review) and implement the Corporation's Corporate Plan, Capability and Annual Management Plan, Service Charters and all other operational in line with the Government policies, directives and Strategy for further development.

5. Prepare Board Papers for monthly meetings and make submissions to Board on matters requiring policy decisions from time to time.
6. Attend Board meetings and take Board minutes.
7. Initiate effective control, recruiting, training and management of all Corporation personnel.
8. Effective management of Corporations computerized systems to enhance overall efficiency.
9. Invest excess funds to maximize returns and manage the Corporations lending portfolio in a secure and profitable manner.
10. Administration of life insurance principles and practices for the benefit of members and the Corporation
11. Promote the benefits and advantages of life insurance to the insuring public.
12. Administer basic underwriting requirement of life proposals risk assessment.
13. Exercise due diligence in the administration of all policy claims,.
14. Comply with the Insurance Act 2007, the Samoa Life Assurance Corporation ACT 1976 and the Public Bodies (Performance & Accountability) Act 2001.
15. Manage Corporations assets and Investments
16. Manage superannuation Plan Scheme.
17. Provide the necessary life policy data records for actuarial valuation
18. Carry out any other duties as may be directed by the Board from time to time.

### Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the Corporation inspires a sense of shared purpose and direction and drives the Corporation’s vision and long-term direction.</li> <li>▪ Ability to recognize opportunities that the Corporation 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 Corporation’s vision and goals.</li> <li>▪ Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policies and operation reforms</li> <li>▪ Considers emerging trends and multiple perspectives when assessing impact, long term opportunities and viable solutions.</li> <li>▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.</li> <li>▪ Demonstrates understanding of management principles particularly in a business management, governance and finance environment.</li> <li>▪ Has good command skills and encourages internal feedback and external assessment for improving the Corporation’s performance and take personal responsibility for outcomes.</li> <li>▪ Build effective teams and relevant systems within the corporation to ensure effective and efficient operations</li> <li>▪ Ability to acquire and administer resource (human, financial, material, information) in manner that instills public trust and accomplishes the Corporations goals.</li> </ul>

<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationship</li> <li>▪ Values individual's differences, strengths and potential and harness these to achieve the Corporation's goal</li> <li>▪ Develops guides and monitors employees.</li> <li>▪ Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.</li> <li>▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.</li> <li>▪ Effectively manages conflicts particularly with external clients</li> </ul>
<b>Delivers / achieves results / outcomes</b>	<ul style="list-style-type: none"> <li>▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>▪ Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.</li> <li>▪ Stimulate / create a culture of accountability and transparency.</li> <li>▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>▪ Invest time in managing and developing people as well as building positive staff morale</li> <li>▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities</li> <li>▪ Effectively delegates appropriate responsibility, accountability &amp; decision making authority.</li> <li>▪ Monitors progress against milestones and deadlines.</li> <li>▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.</li> <li>▪ Drive strategies to achieve operational efficiencies and value for money.</li> <li>▪ Provide oversight for financial resources and assets and account for their use.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Ability and confidence to effectively lead and navigate an organizations sustainably</li> <li>▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment.</li> <li>▪ Able to lead a meaningful process of change in a purposeful manner.</li> <li>▪ Ability to manage politics, takes risks, be innovative and deal with complexity.</li> <li>▪ Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions?</li> <li>▪ Drives and sustains a performance culture both internally (agency level) and externally.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTORS</b>
<b>Integrity / Ethics</b>	<ul style="list-style-type: none"> <li>▪ Possess appropriate values and belief in what is best for the common good.</li> <li>▪ Is widely trusted and is seen as a direct and courageous individual.</li> <li>▪ Personifies values of honesty, integrity, impartiality, transparency accountability.</li> <li>▪ Demonstrate self-awareness and commitment to personal development.</li> <li>▪ Serves the Government of the day irrespective of personal preferences</li> </ul>
<b>Commitment &amp; Personal Drive</b>	<ul style="list-style-type: none"> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Is prepared to make tough corporate decisions to achieve desired outcomes.</li> <li>▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.</li> </ul>

<b>Intellect &amp; Judgment</b>	<ul style="list-style-type: none"> <li>▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Corporation and apply appropriate and cost-effective solutions.</li> <li>▪ Is aware of new and emerging</li> <li>▪ Has the functional and technical knowledge to carry out the General Manager's duties to a high level of accomplishment.</li> <li>▪ Makes sound decisions based on common sense, experience and good judgment without prejudice.</li> <li>▪ Anticipates implications and applies effective judgment to develop solutions.</li> </ul>
<b>Creativity and Innovation</b>	<ul style="list-style-type: none"> <li>▪ Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>▪ 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.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> <li>▪ 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 Corporation</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Proven experience in senior management and leadership roles with a minimum of eight (10) years of services in the fields of Finance, Governance or Senior Management and Leadership Roles.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Business Management/Policy Advice/Finance/ Accounting or other related fields relevant to the position.</li> </ul>

## OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> <li>▪ The position is for a period of three (3) years.</li> <li>▪ The salary for the position is <b>SAT \$121,414 p.a - \$125,828 p.a</b> before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.</li> </ul>

## BENEFITS

<b>Duty Station:</b>	Samoa Life Assurance, Apia, Samoa
<b>Duration:</b>	Three (3) years
<b>Salary:</b>	<b>SAT \$121,414 p.a - \$125,828 p.a</b>
<b>Hours of Attendance:</b>	The standard hours of attendance is Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays
<b>Performance Reviews:</b>	The Appointee’s performance shall be reviewed in accordance with the Performance Management Guidelines.
<b>Annual Leave:</b>	25 days’ annual leave per annum
<b>Sick Leave:</b>	25 days’ sick leave per annum
<b>Vehicle:</b>	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.
<b>Telephone Expenses:</b>	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
<b>Other Leave:</b>	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.
<b>End of Contract Benefits:</b>	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.
<b>National Provident Fund:</b>	The Samoan Life Assurance Corporation shall pay a percentage of the Appointee’s contribution of another rate prescribed by the National Provident Fund from time to time.
<b>Accident Compensation Corporation:</b>	The Samoa Life Assurance Corporation shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
<b>Duty Travel:</b>	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,
<b>Regional/International Recruited Staff:</b>	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Samoa Life Assurance Corporation.