



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

COMMISSIONER

SAMOA FIRE & EMERGENCY SERVICES AUTHORITY

(December 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

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| Position Title | COMMISSIONER | | |
| Public Body | SAMOA FIRE & EMERGENCY SERVICES 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>All Applicants 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 Commissioner, Samoa Fire & Emergency Services Authority; 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>). | | |
| Submission of Application | <p>All applications for the advertised Commissioner, Samoa Fire & Emergency Services Authority position MUST be submitted to MPE and addressed to:</p> <table><tr><td>The Chairperson Board of Director Samoa Fire & Emergency Services Authority Apia, Samoa</td><td>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</td></tr></table> | The Chairperson Board of Director Samoa Fire & Emergency Services Authority Apia, Samoa | MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia |
| The Chairperson Board of Director Samoa Fire & Emergency Services Authority Apia, Samoa | MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia | | |
| Closing Date | Wednesday, 31st January 2024, 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

SFESA VISION

Samoa's leading emergency service provider that saves lives and properties through quality services and proactive awareness campaigns

SFESA MISSION

To accelerate all time awareness for the people of Samoa, make positive safety impacts in communities, nurture a winning network of partners and empower employees with knowledge and skillset to understand the services.

BACKGROUND

SFESA was part of the Ministry of Police and Prisons before it was separated to become a Government Authority in 2005. Even though the separation became official, its budget was still part of the Ministry of Police and Prison's budget until 2007 when its primary legislation "Fire and Emergency Services Act" was enacted by Parliament in February 2007. It was also at this time that it officially became a Public Beneficial Body. At the beginning, there was only one fire station which is now the Apia Station. Faleata Station was established in 2009 whilst the Asau Station and Maota Station (relocated from Salelologa where it was originally established) were established in 2012 and 2013 respectively.

The Authority is primarily responsible for fire prevention and suppression and emergency prevention and response throughout Samoa which is articulated in its main legislation; FESA ACT 2007. The Authority is administered by the Board of Directors which comprises of five (5) representatives from the private sector. The Commissioner is the Secretary to the Board of Directors.

SCOPE

| | Management | Staff |
|--------------|------------|-------|
| STAFF | TBC | TBC |

POSITION DETAILS

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| Position Title: Commissioner | Position Code: N/A |
| Position Grade: N/A | Salary Grade: SAT\$123,621 – SAT\$130,417 |

Location:

Fire and Emergency Services Authority Office,
Apia, Samoa

1. The SFESA Board of Directors for:
 - a) The professional administration of the Fire & Emergency Services Authority in executing of its statutory functions.
 - b) Efficient and effective administration and implementation of all legislations. Government policies and directives relating to and affecting the Fire & Emergency Services Authority
 - c) Achievement of the Authority's expected outcomes and key performance indicators as stipulated in the Fire & Emergency Services Corporate Plan 2018-2021.
 - d) Professional, ethical and effective leadership and management of all employees of the Fire & Emergency Service in accordance with the Fire & Emergency Services Act 2007, SFESA Manual of Instructions 2019, SFESA Finance Policy & Procedural Manual 2019 and all other internal policies and relevant Government policies.
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.

OBJECTIVES:

The main objective of this position is to lead the execution of the Authority's functions, roles and responsibilities as set out under the Fire and Emergency Services Act 2007 and implementation of its corporate plan in an efficient and cost effective manner to ensure a better life for all through fire prevention and provision of timely fire suppression and emergency response.

DUTIES AND MAIN RESPONSIBILITIES:

1. Perform the statutory functions and responsibilities of the Authority as prescribed under the Fire &

Emergency Services Act 2007, and all other relevant legislation and Government policies and Cabinet Directives.

2. Provide quality, professional and timely advice to the Cabinet through the responsible Minister on strategic matters pertaining to the execution of the functions of the Authority.
3. Conducts fire prevention inspection, evaluates existing and potential fire hazards, and enforces compliance with applicable fire codes and statutes.
4. Lead, manage and regularly monitor and evaluate the daily operations of the Authority and ensure internal controls and systems are in place and strictly adhered to including those pertaining to:
 - Human resources;
 - Assets, financial resources from both local budget and donor funded projects Systems and Procedures;
 - Operating manuals and guides;
 - Occupational Health and Safety of the working environment;
5. Oversee the implementation of the Authority's Performance Management Appraisal System and its Strategic Plans as well as other operating requirements and regularly monitor and evaluate their effectiveness and relevancy.
6. Work in close collaboration with all partner agencies including donors and stakeholders in fostering and securing their continuous support.
7. Responsible for the day-to-day command and direction of the fire services in all areas.
8. Develop networks and strategic alliances with international and regional Fire Fighting Brigades and other relevant international bodies to provide best practice to inform the Authority's operations and reforms.
9. Explore avenues to garner technical and financial resources to support the implementation of programs set out in the Authority's Corporate Plan;
10. Prepare and submit the statutory reporting requirements including:
 - Annual Reports (including audited financial statements) to the Board and Parliament through the responsible Minister on the operations of the Fire & Emergency Services Authority;
 - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;
 - Annual Budget based on the requirements of the SFESA from time to time;
 - Monthly reports to the SFESA Board of Directors.
11. Promptly resolve all issues that may arise internally and externally which may affect the Authority and its operations as well as work issues related to staff of the Authority
12. Implement the Authority's responsibilities under the Disaster and Emergency Management Act and the National Disaster Management Plan and ensure that climate change adaptation interventions and disaster risk reduction measures are integrated into the Authority's Corporate Plan, Annual Management Plan and Budget.
13. Provide mentoring and guidance for the Executive Management Team to ensure optimum level of services are achieved.
14. Monitor the performance of the managers reporting directly to the CEO and conduct formal reviews of these performances on an annual basis and make necessary adjustments.
15. Review the training and staff development needs and programs with individual managers and make changes where relevant.
16. Represent the SFESA in various committees as may be required by the SFESA Act, Board of Directors/Cabinet from time to time.

Selection Criteria

| SKILLS AND ABILITIES | DESCRIPTORS |
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| Strategic Leadership | <ul style="list-style-type: none"> ▪ Articulates a clear vision of the Authority inspires a sense of shared purpose and direction and 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 firefighting 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 instills public trust and accomplishes the Authority'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 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 audience 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. |
| 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, reporting progress, monitoring and evaluating of results. ▪ Stimulate / 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 |

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| | <p>better achieve objectives.</p> <ul style="list-style-type: none"> ▪ Provide oversight for financial resources and assets and account for their use. |
| 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"> ▪ Possess appropriate values and belief in what is best for the common good. ▪ Is widely trusted and is seen as a direct and courageous individual. ▪ 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. ▪ Is prepared to make 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"> ▪ Is analytical, proactive, innovative 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 Commissioner's duties to a high level of accomplishment. ▪ 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"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ 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. ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change. ▪ 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 Authority. |
| EXPERIENCE & PAST WORK PERFORMANCE | DESCRIPTOR |
| | <ul style="list-style-type: none"> ▪ Proven experience in leadership and progressively responsible experience as a firefighter at a minimum of eight (8) years of fire service. |
| ACADEMIC QUALIFICATION | DESCRIPTOR |

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| | <ul style="list-style-type: none"> ▪ A relevant tertiary Qualification from an accredited institution in the related area of fire & natural emergencies, fire suppression & emergency services, occupational health and safety. ▪ Additional specialized training in fire department operations and administration. |
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OTHER INFORMATION

| REMUNERATION & TERM | DESCRIPTOR |
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| | <ul style="list-style-type: none"> ▪ The position is for a period of three (3) years. ▪ The salary for the position is SAT\$123,621 – SAT\$130,417p.a before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation. |

BENEFITS

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| Duty Station: | Office of the Fire and Emergency Services Authority, Apia, Samoa |
| Duration: | Three (3) years |
| Salary: | SAT\$123,621 – SAT\$130,417 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 Samoa Fire and Emergency Services 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 Fire and Emergency Services 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 Fire & |

