



# **MINISTRY FOR PUBLIC ENTERPRISES**

## **Application Information Package**

**CHIEF EXECUTIVE OFFICER**

**SAMOA POST LIMITED**

(December 2023)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	<b>CHIEF EXECUTIVE OFFICER</b>		
<b>Public Body</b>	<b>SAMOA POST LIMITED</b>		
<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 Chief Executive Officer, Samoa Post Limited ; 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>Submission of Application</b>	<p>All applications for the advertised Chief Executive Officer, Samoa Post Limited 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;"><b>The Chairperson Board of Director Samoa Post Limited, Apia, Samoa</b></td><td style="width: 50%; vertical-align: top;"><b>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</b></td></tr></table>	<b>The Chairperson Board of Director Samoa Post Limited, Apia, Samoa</b>	<b>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</b>
<b>The Chairperson Board of Director Samoa Post Limited, Apia, Samoa</b>	<b>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</b>		
<b>Closing Date</b>	<b>Wednesday, 31<sup>st</sup> January 2024, by 4.00pm</b>		
<b>Late Applications</b>	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>		

## Job Description

### SPL VISION

To excel in the provision of profitable, affordable, reliable and accessible Postal, Electronic and Financial services to domestic and international customers

### SPL MISSION

To move towards postal digitization, facilitating physical distribution of parcels, express and ecommerce items, and strengthen networks for the provision of Electronic and Financial services for the community, supporting Government drive towards a Digital Economy

### BACKGROUND

The principal purpose of Samoa Post Limited (SPL) as set out in the Postal Services Act 2010 is to:

- Must provide a universal postal service within Samoa.
- Have the exclusive right to provide a reserved postal service within Samoa.
- May provide such commercial postal services as it considers appropriate in accordance with Section 8 of the Public Bodies (Performance & Accountability) Act 2001.
- May conduct such other commercial activities as are consistent with the Companies Act and the Rules of Samoa Post under that Act.

### SCOPE

	Management	Staff
<b>Staff</b>	<b>2</b>	<b>21</b>

### POSITION DETAILS

<b>Position Title:</b> Chief Executive Officer	<b>Position Code:</b> N/A
<b>Position Grade:</b>	<b>Salary Grade:</b> SAT \$119,023 – 123,621 p.a
<b>Location:</b> Matafele, Apia	

#### **Report To:**

- a) The Board of Directors for managing, controlling the operation of Samoa Post as an efficient and successful Public Trading Body.
- b) The Ministry for Public Enterprises as well as the Ministry of Finance for compliance with the Public Bodies (Performance and Accountability) Act 2001, and the Public Finance Management Act 2001 and other relevant legislation and Government Policies.

### PRIMARY OBJECTIVES:

To drive the achievements of Samoa Post Limited financials, socials and legal obligations, with strategic focus on attaining SPL Corporate Plan 2021 – 2024.

### DUTIES AND MAIN RESPONSIBILITIES:

#### **The Chief Executive Officer will perform the following duties:**

1. Provide leadership and vision in promoting and achieving Samoa's Post's Corporate Objectives;
2. Providing high quality policy advice to the Chairman of the Board on all areas of the SPL mandate;
3. Manage and direct operational, financial and legal responsibilities of Samoa Post at all times;
4. Manage company assets and investments, monitor and control cash flows, operational and capital budgets;
5. Comply with all MPE legal requirements in the preparation and submission of mandatory, quarterly and annual financial reports, audited financial statements to the Board, Cabinet, Parliament and other Stakeholders;
6. Revise SPL's Corporate Plan and SCO on an annual basis and achieve CP and SCO strategies and financial targets annually;
7. Efficient management of SPL's international trading partners, with strict compliance with International Conventions and UPU Regulations, trading systems and international operational procedures;
8. Promote a conducive working environment for employees and devise annual training plans for employees capacity building;
9. Ensure SPL's compliance with all domestic legislations such as the *Companies Act 2001*, *Public Bodies act 2001*, *Public Finance and Management act 2001*, *Postal Act 2010*, Public and Government

- Policies, SPL policies and operational manuals;
10. Manage private international business partners operational systems, with strict compliance with UPU Conventions, Letter Post and Parcel Post Manuals and EMS Compendium;
  11. Draft partnership agreements with international business partners, to be in line with the Universal Postal Union Conventions and Regulations;
  12. Analyze company investments, develop appropriate business partners, to be in line with the Universal Postal Union Conventions and Regulations;
  13. She/he will act as the National Project Coordinator for UPU projects and private international business proposals;
  14. Monitor UPU remuneration systems and review Postal Tariffs accordingly, propose new postal tariffs to the Board, carry out rebalancing commercial and reserved services exercise annually and advise the Board accordingly; and
  15. Ensure SPL compliance with and operating within the legal framework for SOE's, Cabinet and Board of Directors' directives at all times.
  16. Attend Board meeting(s) and provide secretariat support in preparing and distribution of Board Packs and recording discussions and resolutions made

### Selection Criteria

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the organization and inspires a sense of shared purpose and direction.</li> <li>▪ Drives the organization's vision and long-term direction to achieve government and agency objectives and ensure improved services to the community.</li> <li>▪ Considers emerging trends and multiple perspectives when assessing impact of key issues and identifies long-term opportunities and viable solutions.</li> <li>▪ Provides advice to government that reflects analysis of a broad range of issues and the whole-of-government agenda.</li> <li>▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the organization.</li> </ul>
<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>▪ Drives activities that support organizational sustainability, operational efficiency and flexible resource management.</li> <li>▪ Engenders a culture of accountability and transparency.</li> <li>▪ Optimizes professional expertise to improve overall performance and delivery of organizational outcomes.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> <li>▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>▪ Drives an efficient and effective system of reporting progress and evaluation results.</li> </ul>
<b>Delivers / achieves results / outcomes</b>	<ul style="list-style-type: none"> <li>▪ Drives effective planning and exhibits strong organizational ability seen through integration of structures, systems and teams to better achieve objectives.</li> <li>▪ Drives strategies to achieve operational efficiencies and value for money.</li> <li>▪ Invest time in managing and developing people.</li> <li>▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.</li> <li>▪ Manages projects across sector and multiple agencies and keeps stakeholders informed.</li> </ul>

	<ul style="list-style-type: none"> <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>▪ Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.</li> <li>▪ Ability to manage politics, change, take 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 across Government Agencies &amp; related entities.</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 intellectually sharp and exhibits a sophisticated understanding of the environment affecting whole-of-government agenda and impacts on the organization.</li> <li>▪ Shows levels of high analytical, conceptual and innovative thinking.</li> <li>▪ Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance organizational performance.</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>▪ Pursues new methods and solutions, thinks outside the box, connects disparate ideas, is unafraid to use unorthodox methods.</li> <li>▪ Brings out the best in others in brainstorming sessions or one-on-one, leading them to discover new connections, new solutions and new ways of doing the job.</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Proven experience in leadership at a minimum of eight (8) years of service.</li> </ul>
<b>ACADEMIC</b>	<b>DESCRIPTOR</b>

QUALIFICATION	
	<ul style="list-style-type: none"> <li>▪ A Degree either in Information and Technology, Management OR any related discipline from a recognized University (Postgraduate qualification would be an advantage).</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 \$119,023 – 123,621 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 Post Limited, Apia, Samoa
<b>Duration:</b>	Three (3) years
<b>Salary:</b>	<b>SAT \$119,023 – 123,621 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 Schedule D of the Contract of Employment.
<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. The vehicle allocated to the Employee must have a Government number plate.
<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>	Samoa Post Limited 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>	Samoa Post Limited 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 Accident Compensation Corporation.

