



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

GENERAL MANAGER

NATIONAL KIDNEY FOUNDATION OF SAMOA

(APRIL)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	General Manager		
Public Body	National Kidney Foundation of Samoa		
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, National Kidney Foundation of Samoa ; 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 General Manager, National Kidney Foundation of Samoa 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 National Kidney Foundation of Samoa , 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 National Kidney Foundation of Samoa , Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</p>
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Closing Date	Friday, 17th May 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

NKFS VISION

“Provide the best renal health services to all Samoans”

NKFS MISSION

“To actively pursue the reduction of the prevalence of Chronic Kidney Disease (CKD) and Acute Kidney Injury (AKI), with sustainability in the provision of quality holistic care for patients already with End Stage Renal Failure (ESRF)”

BACKGROUND

The purpose of the National Kidney Foundation of Samoa Act 2005 is to:

- Minimize the incidence in Samoa of kidney related disease and disorders of ill health caused by or associated with such disease and disorders; and
- Assist persons in Samoa suffering from kidney diseases and disorders and their families through the provision of treatment, care support, education and information; and

Under this Act, the Government of Samoa established NKFS as a charitable organization with funding from the Government, and financial support from the general public, non-governmental organizations, village and church groups and the business community.

SCOPE

	Management	Staff
STAFF	4	48

POSITION DETAILS

Position Title: Managing Director	Position Code: NA
Position Grade:	Salary Grade: SAT \$119,023 – 123,621 p.a
Location: Moto’otua, SAMOA	

Reports To:

- The NKFS Board of Directors for the effective implementation of the NKFS Act; and
- The Ministry for Public Enterprises and the Ministry of Finance, for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislation and Government Policies.

PRIMARY OBJECTIVES:

The primary objective of this position is to effectively lead and manage the National Kidney Foundation as set out under the National Kidney Foundation of Samoa Act 2005 and by the National Kidney Foundation of Samoa (NKFS) Board.

DUTIES AND MAIN RESPONSIBILITIES:

The General Manager will perform the following duties:

1. Provide strategic advice to the Chair and the Board on the implementation of the NKFS Act and the management of the NKFS Foundation.
2. Ensure that the Foundation has the relevant policies, strategies, capabilities and supporting culture to enable the delivery of its mandate and corporate objectives.
3. Lead and manage the daily operation of the NKFS, in achieving its principal functions as prescribed in the National Kidney Foundation of Samoa Act 2005.
4. Manage and co-ordinate the implementation of an approved Preventative Program focusing on primary, secondary and tertiary prevention to minimize the increase of renal related illnesses, in collaboration with the Ministry of Health.
5. Work collaboratively with the Ministry of Health on forecasting potential patients and formulating appropriate policies for the consideration of the NKFS Board.

6. Lead the overall arrangement of the Foundation's Budget and ensure Financial Plans are implemented in line with governing legislation and that control measures and systems are in place to ensure all the Foundation facilities and resources are well managed, used and maintained.
7. Work collaboratively and strategically with international partners and donors as well as the local stakeholders in ensuring their continuous support to the Foundation.
8. Manage the Foundation's assets and contractual services, prudently and legally.
9. Formulate a workforce succession plan to ensure a continuous supply of qualified personnel for the effective functioning and future sustainability of the Foundation's operation.
10. Initiate and ensure the timely provision of required dialysis equipment and other physical assets for the efficient operation of the Foundation.
11. Initiate and ensure there are ongoing surveys on public feedback and assessments concerning the Foundation's services.
12. Promote a committed and professional workforce.
13. Develop and implement the Foundation's Corporate Plan.
14. Submit to the Responsible Minister through the Chair of the NKF Board of Directors the Annual Report on the operations of the Foundation no later than 3 months after the end of each financial year.
15. Establish and maintain national baseline databases to capture relevant information on patients and issues to inform kidney health-related policies, strategies and processes.
16. Implementation of all Legislations under the ambit of the Foundation.
17. Develop, implement, monitor and report on the Performance Management System of the Foundation.
18. Represent the Government of Samoa in and or dealing with international and regional organizations, institutions and forums.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Thinking	<ul style="list-style-type: none"> ▪ Articulates and drives a clear long-term vision of the Foundation inspiring a sense of shared purpose and common direction. ▪ Ability to recognize opportunities that the Foundation can utilize to secure resources from local and international sources to support implementation of its programs and build the capacity of its personnel to meet the Foundation's vision and goals. ▪ Ability to make timely and effective decisions and produce results through strategic planning, implementation and evaluation of programs and policies. ▪ Take into account emerging trends and multiple perspectives when assessing impact, long-term opportunities, and policy options. ▪ 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 water management environment. ▪ Has good command skills, encourages internal feedback and external assessment for improving the Foundation's performance, and takes personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Foundation 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 Foundation's goals. ▪ Sound knowledge of all current relevant legislations governing the

	Foundation's operations in particular the National Kidney Foundation of Samoa 2005 Act and all legislation related to public bodies.
Building Relationships	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Foundation 's goal. ▪ Develops, guides and monitors employees. ▪ Drives a culture of collaboration, and 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'a Samoa), and especially a high level in negotiation skills with the cultural setting in communities/villages.
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 sectors and multiple agencies and keep 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 purposefully and deliberately. ▪ 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. <ul style="list-style-type: none"> ▪ 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.

	<ul style="list-style-type: none"> ▪ Personifies values of honesty, integrity, impartiality, transparency and 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 responsibility for mistakes made in the organization and ensures corrective action is taken.
Intellect & Judgment	<ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Foundation 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 Foundation is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the General Manager's duties to a high level of accomplishment. ▪ Makes sound decisions based on evidence, 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 is unafraid to use unorthodox methods. ▪ Drives and steers the change agenda and demonstrates an understanding of the complex range of factors that effect change. ▪ Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality while remaining a strong team player.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in leadership and management at a minimum of eight (8) years at a senior management level.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor's degree, and preferably a postgraduate level qualification, in Management and/or related field.

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 SAT \$119,023 – 123,621 p.a before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.
Duty Station:	National Kidney Foundational of Samoa, Moto’otua, Samoa
Duration:	Three (3) years
Salary:	SAT \$119,023 – 123,621 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 Schedule D of the Contract of Employment.
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. The vehicle allocated to the Employee must have a Government number plate.
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:	National Kidney Foundation of Samoa 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:	National Kidney Foundation of Samoa 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 National Kidney Foundation of Samoa.