



# MINISTRY FOR PUBLIC ENTERPRISES

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*Please address all correspondences to the Chief Executive Officer*

## POSITION DESCRIPTION

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| <b>Position Title:</b> | Senior Performance Analyst (Finance & Environment SOEs) |
| <b>Position Code:</b>  | PE000038  |
| <b>Division:</b>       | Commercial Entities Monitoring Division                 |
| <b>Salary Grade:</b>   | A12   |
| <b>Salary Range:</b>   | \$30,636.00   |

**MINISTRY'S PURPOSE:** To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development.

**DIVISION'S PURPOSE:** Enhance the profitability, compliance, financial sustainability and service delivery of Public Trading Bodies.

**PURPOSE OF THE POSITION:** To ensure efficient and effective monitoring of performance of assigned Public Trading Bodies under the Finance & Environment Sector to be in line with the Public Bodies (Performance and Accountability) Act 2001.

## KEY RESPONSIBILITIES

As a Senior Research Officer, you will be responsible for:

| Key Areas of Responsibility.         | Performance Expectations and Deliverables.  |
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| Compliance to Reporting requirements | <ul style="list-style-type: none"><li>• Ensure all Public Trading Bodies (PTBs) under Finance and Environment Sector have updated quarterly and annual reports as well as Corporate Plans and Statement of Corporate Objectives.</li><li>• Ensure all PTBs under Finance and Environment Sector are complied with reporting requirements as mandated under the Public Bodies (Performance and Accountability) Act 2001.</li><li>• Regular monitoring of PTBs compliance to policies (ROE and Dividend) and procedures approved by Cabinet from time to time.</li></ul>    |
| Monitoring and Evaluation            | <ul style="list-style-type: none"><li>• Review and advice on assigned PTBs Corporate Plans (CPs) and Statement of Corporate Objectives (SCOs) and monitor CP implementation through quarterly and annual reviews</li><li>• Monitor progress of CPs and SCOs strategies and targets via comprehensive planning mid-term review.</li><li>• Monitor assigned PTBs implementation of recommendations and corrective actions as advised by MPE through consistent follow up and reminders</li><li>• Attend workshops and meetings with assigned PTBs including field</li></ul> |

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|                                 | monitoring visits.   |
| Research and Financial Analysis | <ul style="list-style-type: none"> <li>• Prepare annual and quarterly reviews on the performance of assigned Finance &amp; Environment SOEs. This includes reviews of CPs and SCOs progress of activities, quarterly and annual financial performance and formulation of recommendations to address current and emerging issues of assigned Finance &amp; Environment PTBs.</li> <li>• Work with senior officer of Transport &amp; Infrastructure Unit in compilation of Public Accounts (Schedule 6, 7 and 13)</li> </ul> |
|                                 | <ul style="list-style-type: none"> <li>• Work with senior officer of Transport &amp; Infrastructure Unit in preparing overall reports and financial analysis for both quarter and annual reports</li> <li>• Prepare MPE report for assigned PTBs proposals to Cabinet when required.</li> </ul>  |
| SOEs Human Resource Monitoring  | <ul style="list-style-type: none"> <li>• Research on all relevant information to develop database on Finance and Environment PTBs Human Resource.</li> <li>• Finance &amp; Environment PTBs Human Resource database updated on a quarterly basis</li> </ul>  |
| Other Duties                    | <ul style="list-style-type: none"> <li>• Other roles and responsibilities assigned and directed from time to time</li> </ul>   |

### **CORE COMPETENCIES/SELECTION CRITERIA.**

To effectively and efficiently perform this role, you must possess/demonstrate the following competencies:

#### ***Skills and Abilities***

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| Problem Solving         | <ul style="list-style-type: none"> <li>• Understand the nature of operations of assigned PTBs and how issues are mitigated given a wide range factors as well as impact to stakeholders and the PTB involved.</li> <li>• Understand the relationship between financial and non-financial analysis to key issues identified and ability to formulate doable recommendations to resolve prevailing and emerging PTB issues.</li> </ul>  |
| Planning and Organizing | <ul style="list-style-type: none"> <li>• Ability to monitor performance of assigned PTBs against objectives and re-prioritize where necessary</li> <li>• Ability to meet deadlines of both individual PTB financial analysis and whole of SOE sector analysis to ensure timely advice to Shareholding Ministers.</li> <li>• Ability to work under pressure given timeframe for designated tasks and ad hoc analysis from time to time.</li> <li>• Prepare with Principal Officer quarterly and annual work plan as guidance to agreed outputs.</li> </ul> |
| Building Relationships  | <ul style="list-style-type: none"> <li>• Value the importance of teamwork and knowledge sharing to build team members' morale</li> <li>• Build and maintain relationships as well as professional networking with PTBs to better undertake respective roles.</li> </ul>   |



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| Achieves and Deliver Results          | <ul style="list-style-type: none"> <li>• Demonstrate understanding of MPE's role and the strategic direction of CEMD through implementation of respective PTBs financial and operational monitoring tasks.</li> <li>• Willingness to undertake assigned tasks and building the team to achieve desirable timely results.</li> </ul>  |
| Communication and Presentation skills | <ul style="list-style-type: none"> <li>• Ability to communicate clearly in written and verbal in respectful and acceptable manner.</li> <li>• Able to correspond, convey and report in consequential order information and work related matters to minimize misinterpretation</li> <li>• Demonstrate understanding of assigned PTBs key issues and development of practical recommendations to mitigate such.</li> </ul> |

### ***Personal Attributes***

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| Commitment and Personal Drive | <ul style="list-style-type: none"> <li>• Commitment to the role, divisional and MPE purpose by co-operating in technical as well as social team activities and valuing inputs from other team members</li> <li>• Ability to work as a team to achieve overall CEMD targets</li> </ul> |
| Integrity                     | <ul style="list-style-type: none"> <li>• Acts with integrity at all times</li> <li>• Ability to ensure accuracy in tasks performed</li> <li>• Be professional, impartial and objective in the approach to sensitive matters</li> </ul>  |
| SPS Values                    | <ul style="list-style-type: none"> <li>• Familiar with the code of conduct</li> <li>• Role models the SPS values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>   |

### ***Experience***

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| Experience and past work performance | <ul style="list-style-type: none"> <li>• At least 2 years of relevant work experience in: <ul style="list-style-type: none"> <li>- Research and analysis (financial and non-financial)</li> <li>- SOE Management</li> <li>- Report writing and professional networking</li> </ul> </li> <li>• Ability to demonstrate understanding on the objectives as well as nature of operations of PTBs is of value added.</li> </ul> |
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### ***Qualification***

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| Formal Qualification | <ul style="list-style-type: none"> <li>• Minimum qualification – Bachelor degree in Commerce majoring in either, Accounting, Finance, Economics, Public Administration or any relevant discipline.</li> </ul> |
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