



# MINISTRY FOR PUBLIC ENTERPRISES

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*Please address all correspondences to the Chief Executive Officer*

## POSITION DESCRIPTION

<b>Position Title:</b>	Research Officer(Infrastructure SOEs)
<b>Position Code:</b>	PE000017
<b>Division:</b>	Commercial Entities Monitoring Division(CEMD)
<b>Salary Grade:</b>	A10
<b>Salary Range:</b>	\$24,515/\$26,743

**MINISTRY'S PURPOSE:** Strengthen Public Bodies performance through quality advice to ensure they are making a valuable contribution to economic and social development.

**DIVISION'S PURPOSE:** Effective monitoring and policy advice via consultative approach that drives improved performance of Public Trading Bodies.

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

## KEY RESPONSIBILITIES

As a Research Officer, you will be responsible for:

<b>Key Areas of Responsibility.</b>	<b>Performance Expectations and Deliverables.</b>
Database & Records Management	<ul style="list-style-type: none"><li>• Maintain overall quarterly and annual reports database for Infrastructure State Owned Enterprises(SOEs) updated on a quarterly and annual basis</li><li>• Maintain electronic database for all Infrastructure SOEs and save on server</li><li>• Maintain and update CSO Database for SOEs on a regular basis</li></ul>
Quarterly and Annual Reports Performance Review for assigned Infrastructure SOEs.	<ul style="list-style-type: none"><li>• Prepare annual and quarterly review of reports on the performance of infrastructure SOEs including a summary of corporate plans and budgets, summary of financial performance and recommendations to address problem areas identified to improve enterprises performance.</li></ul>

Review of assigned Infrastructure SOEs Corporate plans	<ul style="list-style-type: none"> <li>Review assigned SOE Corporate plans (CPs) and monitor CP implementation.</li> </ul>
Other Works	<ul style="list-style-type: none"> <li>Prepare MPE report for SOEs Cabinet Submissions for cabinet approval</li> <li>Actively participate in site visits for Infrastructure SOEs both in Upolu or Savaii</li> </ul>

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

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

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

Problem Solving	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>Understand the importance of the Ministry's purpose and its relationship to Government's development agenda</li> <li>Able to provide a clear sense of direction and inspire a positive attitude at work.</li> <li>Is focused on knowing the business of the organization</li> </ul>
Planning and Organizing	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>Monitors performance against objectives and re-prioritizes where necessary</li> <li>Able to meet tight deadlines and work effectively under pressure.</li> </ul>
Research and Analytical	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>Seek all relevant information for problem solving</li> <li>Able to analyze information presented in a variety of forms to identify issues and their implications to assist in problem solving.</li> </ul>
Written & Oral Communication	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>Write in a clear, fluent and concise manner</li> <li>Organize and presents information in a logical sequence</li> <li>Is articulate, speaks clearly and with confidence</li> </ul>

#### ***Personal Attributes***

Building Productive Relationships	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>Are able to establish and maintain internal and external relationship with people at all levels</li> <li>Active team player who understands team dynamics and the factors that can affect a team's performance</li> <li>Able to establish useful partnerships with people across business areas, functions and organizations.</li> </ul>
Samoa Public Service (SPS) Values and	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>Familiar with the SPS Code of Conduct</li> </ul>

Ethics	<ul style="list-style-type: none"> <li>• Role model the SPS Values of honest, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
Integrity	<ul style="list-style-type: none"> <li>• Acts with integrity at all times</li> <li>• Is an example of professionalism, impartiality and objectivity with regards to sensitive matters</li> <li>• Is loyal and can make sound decisions based on facts in accordance with established legislation and policies.</li> </ul>

### ***Knowledge***

Financial Performance	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>• Must have knowledge and understanding of Financial Performance of any business.</li> <li>• Must know how to interpret financial statements of any business.</li> </ul>
Policies and Legislations	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>• Must have knowledge and understanding of legislations governing the work of the Ministry for Public Enterprises</li> <li>• Must have understanding of relevant policies and procedures guiding work operations</li> <li>• Basic knowledge and understanding of the Government of Samoa's planning framework</li> </ul>
Human Resource Management	<p>Individuals who demonstrated this capability:</p> <ul style="list-style-type: none"> <li>• Must have knowledge and understanding of HR Policies.</li> </ul>

### ***Experience***

Experience	<ul style="list-style-type: none"> <li>• Relevant experience in:</li> <li>• Research and analysis</li> <li>• Proposal and report writing</li> <li>• Networking</li> </ul>
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### ***Qualification***

Formal Qualification	Must have a Bachelor Degree in Commerce, majoring in either Accounting, Economics and Business Administration.
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