

COMMISSIONER
SAMOA FIRE & EMERGENCY SERVICES AUTHORITY
Job Description

POSITION 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.

RESPONSIBLE TO:

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.

DUTIES:

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 to be submitted to Parliament through the responsible Minister on the operations of the Fire & Emergency Services Authority;
 - Quarterly and Annual Budget reviews to the Ministry of Finance;
 - 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.

SELECTION CRITERIA

SKILLS AND ABILITIES	
SKILLS AND ABILITIES	DESCRIPTORS
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.

	<ul style="list-style-type: none"> ▪ 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.
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.

	<ul style="list-style-type: none"> ▪ 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
	<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.