

GENERAL MANAGER
NATIONAL KIDNEY FOUNDATION OF SAMOA
Job Description

POSITION OBJECTIVE:

The primary objective of this position is to ensure efficient servicing of 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.

RESPONSIBLE TO:

1. The Chair of NKFS Board of Directors for the efficient, effective and economical administration of the NKFS in accordance with its related legislation.
2. The NKFS Board, for the efficient and competence leadership and management of all employees of the Foundation of the NKFS in accordance with requirements as determined by the NKFS Board and related legislation and policies.
3. 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. Provide strategic advice to the Chair and the Board on all Foundation related issues, policies and procedures.
2. Ensuring that the Foundation has the 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 approved Preventative Programmes focusing on 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 Foundation 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 utilized, safeguarded 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 constant provision of required dialysis equipments and other physical assets for the efficient operation of the Foundation.
11. Initiate and ensure there are continuous surveys on public views and assessment concerning the Foundation.
12. Promote a qualified, sustainable and professional workforce.
13. Ensuring successful and implementation of the new Corporate Plan for the NKFS from 2021-2024

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 national baseline databases to capture number of patients' issues to inform much better kidney health related work and projects/process.
16. Implementation of all Legislations under the ambit of the Foundation.
17. Developing, implementing, monitoring and reporting on the Performance Management System of the Foundation.
18. Represent the Government of Samoa in and or deal with international and regional organizations, institutions and forums.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Foundation inspires a sense of shared purpose and direction and drives the Foundation's vision and long-term direction. ▪ Demonstrated ability to initiate and analyze policies and provide strategic advice to the Chair of the Board of Directors and Foundation Board. ▪ Ability to recognize opportunities that the Foundation 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 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 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 the health sector environment. ▪ Excellent verbal and written communication skills. ▪ Encourages internal feedback and external assessment for improving the performance of the Foundation. ▪ Has accountability to take 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 objectives.
Building Relationship	<ul style="list-style-type: none"> ▪ Ability to nurture, network and communicate with all stakeholders, both

	<p>internationally and locally</p> <ul style="list-style-type: none"> ▪ 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, 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 Foundation 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 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 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

	<p>and new ways of doing the job and unafraid to use unorthodox methods.</p> <ul style="list-style-type: none"> ▪ 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 Foundation.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in leadership at a minimum of eight (8) years of service.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelors degree, preferable at postgraduate level, in Finance/Management or relevant field.