



Please address all correspondences to the Chief Executive Officer

SAMOA POST LIMITED

Private Bag, Matafele WS 1339, Samoa. Ph: 27 640 Fax: 27 643

VACANCY: CHIEF EXECUTIVE OFFICER (CEO)

Written applications are invited for the position of Chief Executive Officer of Samoa Post Limited (SPL).

The CEO is responsible to the Chairman and the Board of Directors for the overall control, leading and managing day to day operations of Samoa Post. The CEO is responsible to drive the achievement of SPL's financial, social and legal obligations, with a strategic focus on attaining SPL's Corporate Plan 2021-2024. The position is for a contractual term of three (3) years.

Duties and Responsibilities:

1. Provide leadership and vision in promoting and achieving Samoa Post's Corporate Objectives;
2. Manage and direct operational, financial and legal responsibilities of Samoa Post at all times;
3. Manage company assets and investments, monitor and control cash flows, operational and capital budgets;
4. Comply with all MPE legal requirements in the preparation and submission of mandatory, quarterly and annual financial reports, audited financial statements to the Board, Cabinet, Parliament and other Stakeholders;
5. Revise SPL's CP and SCO on an annual basis and achieve CP and SCO strategies and financial targets annually;
6. Efficient management of SPL's international trading partners, with strict compliance with International Conventions and UPU Regulations, trading systems and international operational procedures;
7. Promote a conducive working environment for employees and devise annual training plans for employees' capacity building;
8. Ensure SPL's compliance with all domestic legislations such as the *Companies Act 2001*, *Public Bodies Act 2001*, *Public Finance and Management Act 2001*, *Postal Act 2010*, Public and Government Policies, SPL policies and operational manuals;
9. Manage private international business partners' operational systems, with strict compliance with UPU Conventions, Letter Post and Parcel Post Manuals and EMS Compendium;
10. Draft partnership agreements with international business partners, to be in line with the Universal Postal Union Conventions and Regulations;
11. Analyze company investments, develop appropriate national projects and UPU projects and private international business proposals;
12. She/He will act as the National Project Coordinator for UPU development projects for SPL postal development;

13. Monitor UPU remuneration systems and review Postal Tariffs accordingly, propose new postal tariffs to the Board, carry out rebalancing commercial and reserved services exercise annually and advise the Board accordingly; and
14. Ensure SPL compliance with and operating within the legal framework for SOE's, Cabinet and Board of Directors' directives at all times.

Eligibility Criteria

1. Minimum of 10 years at the senior management level or CEO level;
2. Must have a recognized tertiary qualification either in Finance, Economics, Management or other related fields relevant to postal business;
3. Legal background would be ideal with capability in drafting, presenting and negotiating development projects from UPU, build SPL's financial and legal position in international forums and negotiating business agreements with private international business partners;
4. Proven capability in devising and driving the attainment of SPL's CP and SCO, possess excellent analytical financial skills, performance driven and relate responsibly to the Board of Directors, MPE and all Stakeholders;
5. A thorough understanding of Universal Postal Union (UPU) Conventions, Regulations, Operational Systems and integrate international regulations into SPL policies, manage the international postal systems and operational procedures.

Remuneration:

Remuneration is in line with the terms approved by Cabinet for Heads of Government Corporations.

All applications must include the following:

- I. Complete and signed application letter;
- II. Certified copies of tertiary qualifications and achievements;
- III. Recent updated curriculum vitae; and
- IV. 3 most recent written references (12 months) with referees' contact details.

Applications can be deposited at Ministry for Public Enterprises , Level 2, NPF Plaza

Applications will be closed on the 18th January 2021, at 4.00 pm.

All applications are to be marked: "Chief Executive Officer Vacancy – Samoa Post Limited" and address to:

The Chairman,
Board of Directors
Samoa Post Limited
Private Bag,
Matafele, APIA
