



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

ACEO Commercial Entities

Ministry for Public Enterprises

A. HOW TO APPLY:

1. MAKING AN APPLICATION

- a. For your application to be considered you must complete **ALL** requirements of the Application Package
- Complete and signed Application Form (Form 2)
 - Certified Copies of all academic achievements/qualifications/training etc.
 - Recently updated Curriculum Vitae (12 months)
 - 3 Referees and their details i.e (email addresses & phone numbers)

ALL INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR SHORTLISTING!!!

2. SUBMISSION OF APPLICATION

- a. All applications should be addressed to:
- The Chairman
Public Service Commission
Level 2, FMFM II Government Building
Apia, Samoa
- b. All Applications can be submitted using the following options;
- PSC Level 2 – FMFM II Government Building; OR
 - Email: ses@psc.gov.ws
- c. All Applications for the position will be closed on **3rd September 2021 at 5:00pm**
- d. For more information, please do not hesitate to contact the Senior Executive Services on email ses@psc.gov.ws or telephone 22123.

LATE APPLICATIONS WILL NOT BE CONSIDERED!!!

B. Samoa Public Service

The Samoa Public Service is comprised of government entities which fall under the following categories; Constitutional Bodies, Statutory Bodies, Ministries and State-Owned Enterprises (Public Bodies).

C. About the Ministry for Public Enterprises

The Ministry for Public Enterprises plays a vital role in ensuring that all Government Public Bodies comply with the Public Bodies (Performance and Accountability) Act 2001. The establishment of the Ministry has imposed specific focus to improve financial performance and compliance of all Public Bodies to improve and enhance the service to the public.

D. ABOUT THE POSITION:

JOB DESCRIPTION

Responsible to the:

The Chief Executive Officer, Ministry of Public Enterprises

Primary Objective:

To provide effective policy advice and performance monitoring frameworks to enhance performance as well as full compliance of Public Trading Bodies to the Public Bodies (Performance and Accountability) Act 2001.

Duties

Strategic Policy Advice

1. Lead the policy development, research and review of performance management framework for Public Trading Bodies (PTBs) or Commercial Entities.
2. Development of policies and plans to address current and emerging issues around Commercial Entities;
3. Lead the review of Commercial Entities Corporate Plans and Statement of Corporate Objectives' development and implementation.
4. Lead the remodeling of the Statement of Corporate Objectives for Public Trading Bodies as annual performance agreements.

5. Coordinate with relevant stakeholders to lead and monitor the implementation and review of MPE Corporate Plan.
6. Identify service delivery requirements and appropriate delivery methods to implement and evaluate systems of operations for Commercial Entities.
7. Implementation of the Community Service Obligation (CSO) policy of Government and identify policy development areas to ensure the non-commercial services are accounted for and fully disclosed by Commercial entities.
8. Lead the implementation of the revised Return on Equity and Dividend Policy of Government as well as subsidiary financial management guidelines to complement the improvement in ROE and Dividend performances.
9. Lead the implementation of plan to right size the balance sheets of PTBs.
10. Lead the assessment of balance sheet risks as well as fiscal risks monitoring impacting fiscal position of Government from PTB government guaranteed debts, debts collateralized over SOE assets as well as PTB contingent liabilities.
11. Provide a whole-of-Ministry perspective in advice and strategic solutions to cross-sector and sector-wide issues or concerns raised by internal and external stakeholders.
12. Lead and facilitate a whole-of-Ministry approach and perspective in promoting MPE's policies and providing responses to enquiries from internal and external stakeholders.
13. Lead the facilitation and review of the Public Bodies Act 2001 in co-ordination with other management team in the absence of legal advisor.
14. Identify critical policy concerns in both policy development and implementation focusing on guidelines and policies for the effective management and monitoring of Commercial Entities
15. Provide Strategic Policy advice to the Ministers and Cabinet through the CEO when required.

Technical/Operational Advice

1. Provide technical and professional advice on national issues affecting the Commercial Entities.
2. Advise on the financial, economic and commercial viability of investment projects involving Commercial Entities
3. Develop register and analysis of balance sheet risks arising from Commercial Entities debts as well as contingent liabilities.
4. Co-ordinate and facilitate the divisional update of the Ministry's Corporate Plan and Annual report to ensure legislative timeframes for submission and publishing of both documents are met.
5. Co-ordinate with other Divisions of the Ministry in preparing Overall quarterly and annual reports to Cabinet on the performance of all Public Bodies
6. Establish, engage and maintain a network of professional affiliations within Samoa, regional and international that facilitates access to relevant knowledge, innovative ideas and trends, and industry related developments.

7. Coordinate and compile Divisional plans to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plans, Strategic Annual Management Plan and Annual Budget.

Monitoring and Evaluation

1. Lead and manage the financial monitoring, evaluation and analysis of Commercial Entities' performance and position.
2. Lead the monitoring and review of capital injections and CSOs appropriated and disbursed to Commercial Entities.
3. Manage and monitor dividend policy implementation as well as dividend payments to Government.
4. Lead the implementation and monitoring of the Return on Equity Policy by implementing the action plan in right sizing the PTBs balance sheets.
5. Lead the monitoring and evaluation of PTB debts and contingent liabilities subject to PTB cash flow requirements and other capital projects

Leadership and Management

1. Lead by example and role model the Public Service Values for the division team members, organization and wider public service.
2. Lead and manage the core functions of the division to ensure quality and ethical standards of all services and be accountable for the effective and efficient use of resources.
3. Assist in the development and implementation of the following Ministry Reports/Plans:
 - Corporate Plan;
 - Management Plan;
 - Annual Reports;
 - Performance Management Plans/Appraisals;
 - Fraud Management Plan
 - Workforce Plan; and
 - Any other relevant Plan or Report.
4. Work with other Divisions to develop training resources and materials on legislations administered by the Ministry
5. Ensure that internal processes are in place for effective and efficient planning, implementation, monitoring and reporting of divisional performance.
6. Develop and implement, in consultation with other ACEOs, management strategies and practices to improve team work and create a motivational work environment to enhance employee's productivity and commitment.
7. Enhance the skills of the Division's employees doing policy and research through coaching, mentoring and involvement in other capability building activities.
8. Represent the Ministry in intra-Ministry work collaborations and other forums as directed.
9. Act as the Chief Executive Officer of the Ministry when required.

Key Deliverables

1. Implement performance monitoring of Commercial Entities on quarterly and annual basis.
2. Drive full compliance of Commercial Entities to ROE and Dividend policies to ensure profitability as well as increasing returns to Government.
 - a. Reform CSO Framework to remove referencing to “alleviating hardship in Samoa”
 - b. Implement subsidiary financial management guidelines (Surplus Capital, Asset efficiency, capital structure, redundant assets, Capex and business case guidelines implementation)
 - c. Remodeled SCO as annual performance agreement
 - d. Legislation reform review affecting governing of Public Bodies
3. Review and screen non-commercial activities that are directed to Public Trading Bodies under the revised Community Service Obligation framework.
4. Review commercial entities investment projects, including proper business cases reflecting positive Net Present Value as well as minimal/no fiscal risks to Government.
5. Improve compliance of PTBs to reporting requirements and policies;
 - Timely submission of QRs, ARs and CPs as well as statement of corporate objectives to MPE to guarantee timely advice to shareholding Ministries.
 - Enforce compliance to Government dividend policy through persistent follow up and enforcement of special dividend provisions.
6. Regular update of database to record issues on PTB performance and operations, recommendations for improvement as well as monitoring the effectiveness of MPE advice.
7. Implement policies pertaining to Fiscal Risk Management to ensure effective and efficient performance management framework and service delivery of Public Trading Bodies.
8. Collaborate with Mutual Bodies and Monitoring Division in compiling of overall quarterly and annual report to Cabinet on the performance of PTBs to further enhance service delivery.
9. Address staff capacity needs in the following areas;
 - a. Policy Development,
 - b. Acquisitions and Project evaluation
 - c. Fiscal Risk Management and Evaluation Training,
 - d. Corporate Financial Analysis and Reporting Skills.
 - e. International Financial Reporting Standards
10. Achievement of the Division’s Key Performance Indicators as per annual Budget Measures.

<u>MERITS</u>	<u>COMPETENCY</u>	<u>DESCRIPTOR</u>
SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> • Understands organizational direction and translates strategic objectives into operational activities. • Recognizes impact of organization’s direction and role within the government and community and manages accordingly. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • Provides advice that reflects analysis of a broad range of issues. • Applies intellect and knowledge to weigh up information and identify critical factors and issues. • Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and

SKILLS AND ABILITIES	<p>2. Building and Sustaining Relationships (Essential)</p>	<ul style="list-style-type: none"> • Is committed to client service delivery, builds and sustains relationships within the organization, across the public service, with the public and other stakeholders. • Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and cooperation through sharing information. • Capitalizes on diversity and harnesses different viewpoints to enhance the operations of the Policy and Planning Team to achieve Ministry objectives. • Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities. • Mentor, provides constructive feedback and recognizes success and engages in activities to sustain morale. • Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication as appropriate in response to different contexts especially cultural
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<p style="text-align: center;">SKILLS AND ABILITIES</p>	<p>3. Delivers/achieves results (Essential)</p>	<ul style="list-style-type: none"> • Focuses on activities that support organizational achievement and streamlines and adapts processes to seek operational efficiency. • Facilitates information accessibility and sharing. • Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities. • Monitors and manages resourcing pressures for optimum outcomes. • Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. • Fosters a culture of achievement and ensure ideas and intended action are realistic and planned projects result in expected outputs. • Regularly monitors and evaluates work progress to enable quick adaptations in response to challenges.
<p style="text-align: center;">PERSONAL ATTRIBUTES</p>	<p>4. Integrity (Essential)</p>	<ul style="list-style-type: none"> • Role-models and promotes the Samoa Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. • Exhibits highest level of ethical conduct and judgment. • Consistently supports a high set of ethical and moral principles. • Is indisputably trusted and operates professionally.
<p style="text-align: center;">PERSONAL ATTRIBUTES</p>	<p>5. Commitment/Personal Drive (Essential)</p>	<ul style="list-style-type: none"> • Defines work in terms or results and pursues success with energy and drive. • Helps others to define goals and plan a route for achievement. • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others.

PERSONAL ATTRIBUTES	6. Intellect and Judgment (Essential)	<ul style="list-style-type: none"> • Understands the environment affecting work of the organization and impacts on divisional level. • Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues. • Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace. • Has good judgment as to what information is significant and useable in each situation. • Demonstrates effective judgment to weigh up options and develop realistic solutions.
PERSONAL ATTRIBUTES	7. Creative and Innovation (Essential)	<ul style="list-style-type: none"> • Develops innovative ideas and methods of doing things. • Searches for new and more effective methods, making connections between previously unrelated ideas. • Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.
EXPERIENCE	8. Experience and Past Work Performance (Essential)	<ul style="list-style-type: none"> • Relevant experience in SOE management as well as Financial and investment analysis
QUALIFICATIONS	9. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • A Bachelor Degree in Accounting, Economics, Public Finance Management, Public Policy or relevant field.

BENEFITS

Duty Station: Apia, Samoa

Duration: 3 years

Salary: \$90,067 per annum

Hours of Attendance: The standard hours of attendance are Monday to Friday from 9:00am to 5:00pm excluding Public Commission holidays that are generally observed in the public service and declared by the Commission.

Performance Reviews: The Appointee's performance shall be reviewed in accordance with the Performance Management Guideline.

Annual Leave: 20 days' annual leave per annum on pro rata basis

Sick Leave: 20 days' sick leave per annum on pro rata basis.

Other Leave: All other leaves are subject to the rules set out in the Public Service Working Conditions and Entitlements Manual and Commission Endorsement.

End of Contract Benefits: The Appointee is entitled at the expiry of the Contract Term, to a payment equivalent to 8 working days for every contract year served at the salary rate paid to the Appointee on cessation of employment.

National Provident Fund: Government shall pay a percentage of the Appointee's contribution or another rate prescribed by the National Provident Fund from time to time.

Accident Compensation Corporation: Government shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.

Duty Travel: The government, development partner or relevant body meets all travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official duty travel.

Regional/ International Recruited Staff: A successful candidate recruited from overseas is to bear all costs associated of relocation and will not be the responsibility of the Ministry.