



# **SAMOA PUBLIC SERVICE**

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## **CONTRACTUAL EMPLOYMENT**

# **APPLICATION INFORMATION PACKAGE**

ACEO Public Private Partnership & Privatization

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](mailto:ses@psc.gov.ws)
- c. All Applications for the position will be closed on **24<sup>th</sup> 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](mailto: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:**

Chief Executive Officer, Ministry of Public Enterprises

#### **Primary Objective:**

To lead and manage the effective identification, implementation and monitoring of Public Private Partnership (PPP) and Privatization programs.

#### **Duties**

##### **Strategic Policy Advice**

1. Lead, manage, review and promote existing mandates and policies relating to Government PPPs and Privatization programs, and ensure that they are aligned and integrated with the Strategies for the Development of Samoa (SDS), Sector plans, Corporate Plans, CDC project planning and programming guidelines, procurement guidelines, and appropriate financing policies relating to on-lending and guarantee.

2. Lead and manage appropriate research and lessons learnt developments to assist in strengthening the application of PPPs and Privatization programs to resolve any emerging issues and concerns, with the existing Public Bodies Procurement Frameworks and arrangements.
3. Lead and manage a review to identify key potential candidates for PPPs and Privatization that will assist in strengthening the Public Service delivery.
4. Lead and manage the developments of business plans and conduct of scoping studies, as well as implementation of approved options, in accordance with the PPP and Privatization policies and frameworks.
5. Lead and manage a review and monitoring of any proposal by the public or private organization to enhance transparency of unsolicited proposals as required under the PPP and Privatization policies and frameworks.
6. Lead and facilitate a whole-of-Ministry approach and perspective in promoting Ministry's policy and responding to enquiries from internal and external stakeholders.'
7. Identify critical policy concerns for policy development focusing on guidelines and policies for the effective management and monitoring of all Public Bodies.
8. Identify service delivery requirements and appropriate delivery methods to implement and evaluate systems of operations for the PPP and Privatization Division.
9. Review when required mandated policies and processes to ensure effectiveness and efficiency of Government PPPs.

#### **Technical/Operational Advice**

1. Provide technical and professional advice on national issues affecting any Government potential PPP and Privatization arrangements.
2. Advise on the financial, economic, social and commercial viability of investment projects of all Public Bodies in relation to PPP and Privatization arrangements.
3. Co-ordinate with other Divisions of the Ministry in developing reports to Cabinet on a quarterly and on annual basis on performance of all Public Bodies
4. 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.
5. Co-ordinate 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.

6. Co-ordinate and implement a capacity building program for the PPP and Privatization Division to strengthen the existing staff knowledge and awareness of PPP and Privatization principles and applications to Samoa.

### **Monitoring and Evaluation**

1. Lead, manage and facilitate the PPP and Privatization project arrangements by Public Bodies or any other Government organizations in relation to the PPP and Privatization policies and frameworks.
2. Lead and manage the implementation of projects by Public Bodies or any other Government organization that align or fall under the PPP and Privatization policies and framework.
3. Manage and monitor future risks and uncertainties pertaining to PPP and Privatization project arrangements.
4. Manage and monitor unsolicited proposals from the public or private organizations, and evaluate them in accordance with the approved PPP and Privatization policies and frameworks.

### **Leadership and Management**

1. Actively participate as part of the Leadership and Management Team in the decision-making and governance processes of the organization.
2. Assist in the development and implementation of the following Ministry Reports/Plans:
  - a. Workforce Plan,
  - b. Corporate Plan
  - c. Management plan
  - d. Annual Reports
  - e. Performance Management Plans/Appraisals
  - f. And any other relevant Plan/Report
3. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.
4. Provide on the job support and coaching as well as training for team members to ensure their continuous development.
5. Ensure that divisional plan is in place and that effective performance management and evaluation processes are undertaken as per the Performance Appraisal System for staff.
6. Lead and manage the core functions of the Division in order to foster quality assurance and ethical standards of all services and be accountable for the effective and efficient usage of resources.

7. Ensure that internal systems are in place for effective and efficient planning, implementation, monitoring, evaluating and reporting on team performance.
8. Identify priority budgetary requirements for the Divisions annual submission of performance measures and budgetary provisions and ensure the Division's resources are managed in accordance with prevailing policies
9. Act as Chief Executive Officer of MPE when required.

### **Key Deliverables**

1. Development and implement a Corporatization Policy for the Government
2. A review of the existing PPP and Privatization policies to encourage, determine and identify key potential PPPs for relevant State-Owned Enterprises and Ministries. Including in the review, strengthening the alignment of existing PPP policies with the existing capital projects under the Ministry of Finance (Project Planning and Aid/Debts policies).
3. Integrate the PPP planning framework with the CDC project planning of the Ministry of Finance.
4. Conduct appropriate awareness programs to keep promoting the concept of PPP
5. Finalize the PPP/Privatization of Samoa Post as per requirements of PPP and International Bodies for postal services.
6. Utilization and application of the PPP and privatization policies and frameworks to assist in developing local private sector capabilities through various appropriate PPP models.
7. Achievement of the Division's Key Performance Targets as per Budget measures per Financial Year.

<u>MERITS</u>	<u>COMPETENCY</u>	<u>DESCRIPTOR</u>
SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> <li>• Understands organizational direction and translates strategic objectives into operational activities.</li> <li>• Recognizes impact of organization's direction and role within the government and community and manages accordingly.</li> <li>• Considers multiple perspectives when assessing impact of key issues and identifies viable solutions.</li> <li>• Provides advice that reflects analysis of a broad range of issues.</li> <li>• Applies intellect and knowledge to weigh up information and identify critical factors and issues.</li> <li>• Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and</li> </ul>
SKILLS AND ABILITIES	2. Building and Sustaining Relationships (Essential)	<ul style="list-style-type: none"> <li>• Is committed to client service delivery, builds and sustains relationships within the organization, across the public service, with the public and other stakeholders.</li> <li>• Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and cooperation through sharing information.</li> <li>• Capitalizes on diversity and harnesses different viewpoints to enhance the operations of the Public Private Partnership and Privatization Division to achieve Ministry objectives.</li> <li>• Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities.</li> <li>• Mentor, provides constructive feedback and recognizes success and engages in activities to sustain morale.</li> <li>• Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication as appropriate in response to different contexts especially cultural</li> </ul>

SKILLS AND ABILITIES	3. Delivers/achieves results <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Focuses on activities that support organizational achievement and streamlines and adapts processes to seek operational efficiency.</li> <li>• Facilitates information accessibility and sharing.</li> <li>• Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities.</li> <li>• Monitors and manages resourcing pressures for optimum outcomes.</li> <li>• Oversees the implementation of multiple change initiatives with a focus on the desired outcomes.</li> <li>• Fosters a culture of achievement and ensure ideas and intended action are realistic and planned projects result in expected outputs.</li> <li>• Regularly monitors and evaluates work progress to enable quick adaptations in response to challenges.</li> </ul>
SKILLS AND ABILITIES	4. Project Management <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Demonstrated ability in project and program management</li> <li>• Able to clearly articulate the project purpose and outcomes and delivery under time constraints.</li> </ul>
PERSONAL ATTRIBUTES	5. Integrity <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Role-models and promotes the Samoa Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> <li>• Exhibits highest level of ethical conduct and judgment.</li> <li>• Consistently supports a high set of ethical and moral principles.</li> <li>• Is indisputably trusted and operates professionally.</li> </ul>
PERSONAL ATTRIBUTES	6. Commitment/Personal Drive <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Defines work in terms or results and pursues success with energy and drive.</li> <li>• Helps others to define goals and plan a route for achievement.</li> <li>• A high achiever with a reputation for success and quality performance.</li> <li>• Sets high standards of performance for self and others.</li> </ul>



PERSONAL ATTRIBUTES	7. Intellect and Judgment <b>(Essential)</b>	<ul style="list-style-type: none"> <li>Understands the environment affecting work of the organization and impacts on divisional level.</li> <li>Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues.</li> <li>Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace.</li> <li>Has good judgment as to what information is significant and useable in each situation.</li> <li>Demonstrates effective judgment to weigh up options and develop realistic solutions.</li> </ul>
PERSONAL ATTRIBUTES	8. Creative and Innovation <b>(Essential)</b>	<ul style="list-style-type: none"> <li>Develops innovative ideas and methods of doing things.</li> <li>Searches for new and more effective methods, making connections between previously unrelated ideas.</li> <li>Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.</li> </ul>
EXPERIENCE	9. Experience and Past Work Performance <b>(Essential)</b>	<ul style="list-style-type: none"> <li>Relevant years of experience.</li> </ul>
QUALIFICATIONS	10. Educational Qualifications <b>(Essential)</b>	<ul style="list-style-type: none"> <li>Minimum Bachelor Degree in Management (Planning and Policy emphasis), Public Policy, Economics and/or Administration or any relevant qualification(s) from a recognized tertiary institution.</li> </ul>

## **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.

