



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

ACEO Mutual Companies and Beneficial Bodies

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 **27th October 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:

Chief Executive Officer, Ministry for Public Enterprises

Primary Objective:

Develop policies/regulations and provide sound advice to enhance compliance, financial sustainability and service delivery of Public Beneficial and Mutual Bodies in accordance with the Public Bodies Performance and Accountability) Act 2001.

Duties

Strategic Policy Advice

1. Lead policy development, research and review of performance management frameworks of Public Beneficial and Mutual Bodies.
2. Develop policies and plans to address current and emerging issues around mutual companies and public beneficial bodies.
3. Lead and manage the review of the implementation of Mutual Companies and Public Beneficial Bodies' Corporate Plans.
4. Develop and Implement Framework for grants review and disbursement to be in line with Government Budgetary framework.
5. Provide a whole-of-Ministry perspective in advance and strategic solutions thru enhancing MPE's policies to cross-sector and sector-wide issues or concerns raised by internal and external stakeholders.
6. Provide Strategic Policy advice to the Minister and Cabinet through the CEO when required.

7. Lead the implementation of the Fiscal Oversight (Revised KPIs) for all Mutual Companies and Beneficial Bodies.
8. Provide review of the Public Bodies Act 2001 in co-ordination with other management team in absence of a legal advisor

Technical/Operational Advice

1. Provide technical and professional advice on national issues affecting the Mutual Companies and Public Beneficial Bodies
2. Provide technical and professional advice in terms of financial, economic and commercial analysis on Mutual Companies Investment Projects.
3. Co-ordinate and facilitate Divisional Update of the Ministry's Corporate Plan and Annual Report to ensure compliance with legislative requirements for submission and publishing of these Reports are met.
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. 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 Mutual Companies and Public Beneficial Bodies.
2. Lead the monitoring and review of annual Government grants distributed to Mutual Companies and Public Beneficial Bodies.
3. Identify issues to improve services deliveries of Mutual Companies and Public Beneficial Bodies through M & E visits.

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;
 - ❖ 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 on team 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 for the Ministry when required.

KEY DELIVERABLES

1. Review and implement Reporting Frameworks to ensure the requirements for Mutual Companies and Beneficial Bodies are in line with the provisions of the Public Bodies Act 2001
2. Develop and Implement Policy on classification of Public Bodies in to Public Trading and Public Beneficial Bodies.
3. Develop Investment Policy to monitor and ensure review of Mutual Companies Investment Framework.
4. Develop and Implement Framework for grants review and disbursement to be in line with budget Framework
5. Develop Framework for SOE Reforms
6. Develop a Comprehensive Risk Assessment Framework for Beneficial and Mutual Bodies
7. Develop policies / regulations to enhance compliance, financial stability and service delivery of Public Beneficial and Mutual Bodies.
8. Improved compliance and performance of Mutual Companies and Public Beneficial Bodies to Public Bodies Act 2001 and Public Finance Management Act 2001 every fiscal year.
9. Develop Divisional Plan to address capacity building and training needs of staff in the areas of policy development, Fiscal Risk Assessment, IFRAS and monitoring performance of Mutual and Beneficial Body Portfolios.
10. Successful 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	2. Building and Sustaining Relationships (Essential)	<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
SKILLS AND ABILITIES	3. Delivers/achieves results (Essential)	<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.

SKILLS AND ABILITIES	4. Project Management (Essential)	<ul style="list-style-type: none"> • Demonstrated ability in project and program management 5. Able to clearly articulate the project purpose and outcomes and delivery under time constraints.
PERSONAL ATTRIBUTES	6. Integrity (Essential)	<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.
PERSONAL ATTRIBUTES	7. Commitment/Personal Drive (Essential)	8. Defines work in terms of results and pursues success with energy and drive. Helps others to define goals and plan a route for achievement. <ul style="list-style-type: none"> • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others.

PERSONAL ATTRIBUTES	9. Intellect and Judgment (Essential)	<p>10. Understands the environment affecting work of the organization and impacts on divisional level.</p> <ul style="list-style-type: none"> • 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	11. Creative and Innovation (Essential)	<ul style="list-style-type: none"> • Develops innovative ideas and methods of doing things. <p>12. Searches or new and more effective methods, making connections between previously unrelated ideas.</p> <p>13. Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.</p>
EXPERIENCE	14. Experience and Past Work Performance (Essential)	Relevant experience in SOE management as well Financial and investment analysis.

QUALIFICATIONS	15. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • Minimum of a bachelor degree in Economics Business Administration and/or Management or any relevant qualification(s) from a recognized tertiary institution
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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.