



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

ACEO Public Bodies Governance

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 **24th November 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 of Public Enterprises

Primary Objective:

To lead and manage the performance and accountability of Public Bodies through the provision of effective and quality governance, as well as stimulating full compliance with legislative and policy frameworks to ensure achievement of desired outcomes of all SOEs.

Duties

Technical Duties/ Strategic Policy Advice.

1. Lead, manage the implementation, review and promote policy development relating to:
 - ✓ Board of Director's Handbook
 - ✓ Composition of Public Bodies Boards.

- ✓ Recruitment and Selection Guidelines of Heads of Public Bodies in accordance with Recruitment & Selection Policy.
 - ✓ Recruitment and Induction of Board of Directors for all Public Bodies.
 - ✓ Performance Management for Board of Directors.
 - ✓ Performance Management Framework for Public Bodies CEOs/GMs/MDs
 - ✓ Corporate Internal Management policies
2. Lead and facilitate a whole-of-Ministry approach and perspective in promoting relevant policies and responding to enquiries from internal and external stakeholders.
 3. Facilitate and provide quality advice to the CEO on issues pertaining to Public Bodies Management performances
 4. Lead and manage the review of organizational structures for Public Bodies as needed with changes Public Bodies Sector Plans, Strategic Plans and Corporate Plans etc.
 5. Provide quality advice on Board performance to the CEO on a regular basis.
 6. Provide quality advice and strategic solutions to cross-sector and sector-wide issues or concerns raised by internal and external stakeholders.
 7. 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.
 8. Provide advice and ongoing support to CEO and the Independent Selection Committee regarding the Recruitment and Selection of Public Body Directors.
 9. Provide support to the Ministry with delivery of its wider policy mandate.

Monitoring and Evaluation

10. Lead and manage the Monitoring and Evaluation of Board performances for all Public Bodies.
11. Effectively monitor the performance and compliance of CEOs & Managing Directors (MD).
12. Effectively monitor the Recruitment and Selection Process for Heads of Public Bodies in accordance with the Recruitment and Selection Handbook.
13. Monitor the Recruitment and Selection process for Directors and SOE Board Members in accordance with policies and criteria composition.
14. Monitor the recruitment and selection process to ensure timely recruitment of Directors and SOE Board Members.
15. Design, develop and implement an appropriate monitoring and evaluation tool to monitor the progress of plans and policy frameworks.

Leadership and Management

1. Actively participate as part of the Leadership and Management Team in the decision making processes of MPE.
2. Lead by example and role model the Public Service Values for the division team members, organization and wider public service.
3. 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.
4. 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.
5. Work with other Divisions to develop training resources and materials on legislations administered by the Ministry
6. Review all policies to be in line with Government in relation to HR, Financial Management and Operations.
7. Ensure that internal processes are in place for effective and efficient planning, implementation, monitoring and reporting on team performance.
8. Ensure the effective performance management and evaluation processes are undertaken for team members.
9. Mentor, support and coach team members on-the-job and share institutional knowledge on work related policies, practices and prevailing policies.
10. 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.
11. Enhance the skills of the Division's employees doing policy and research through coaching, mentoring and involvement in other capability building activities.
12. Represent the Ministry in intra-Ministry work collaborations and other forums as directed.
13. Act as Chief Executive Officer when required.

Key Deliverables

1. In collaboration with Public Bodies identify issues on the processes and review on a regular basis:
 - Directors Handbook
 - Performance Management Framework
 - Recruitment and Selection Guideline
 - Performance Management for Boards and Directors.
 - Composition for Public Boards.
2. Promote and conduct consultations / awareness with Public Bodies on the following
 - R&S Guidelines.
 - Performance Management Framework.
 - Board Composition.
3. Finalize review and amendments to the Public Bodies Amendment Act 2019 (Schedule 9) relating to the administration of the R&S of Heads of Public Bodies.
4. In collaboration with the Samoa Institute of Directors Conduct Induction and Refresher Trainings for Directors on existing policies and provide constant update of current practices that needs to be adhered.
5. Continuous development of capacity needs in the following areas to ensure all functions of the Division are well catered to;
 - Policy Development
 - Policy Analysis
 - Report Writing
6. Review operational policies for all Public Bodies to be in line with public sector administration policies of Government.
7. Successful implementation of the Division's Key Performance indicators as per 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. • 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.

SKILLS AND ABILITIES	4. Project Management (Essential)	<ul style="list-style-type: none"> • Demonstrated ability in project and programme management • Able to clearly articulate the project purpose and outcomes and delivery under time constraints.
PERSONAL ATTRIBUTES	5. 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	6. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> • Defines work in terms of 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	7. 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	8. 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	9. Experience and Past Work Performance (Essential)	<ul style="list-style-type: none"> • Relevant years of experience.
QUALIFICATIONS	10. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • Minimum qualification degree in Management (Planning and Policy emphasis), Public Policy, Economics and/or Administration or any relevant qualification(s) from a recognized tertiary institution

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.