

# CHIEF EXECUTIVE OFFICER UNIT TRUST OF SAMOA

## Job Description

### PRIMARY OBJECTIVE:

The Chief Executive Officer of Unit Trust of Samoa (Management) Ltd (the “Company”) lead the management and development of the Unit Trust of Samoa (the “Trust Fund”) to maximize returns on investments for Unitholders funds, protecting the interests of Unitholders and to ensure that all laws and regulations applicable to the Trust are complied with including the Unit Trust of Samoa Trust Deed. The Chief Executive Officer is responsible for the overall management of the Company and the Trust Fund in line with the objectives listed below:

- To manage the Trust Fund so that unitholders obtain a competitive rate of return on their investments.
- To manage the Trust Fund prudently so that risk of loss is commensurate with the Prospectus issued to investors.
- To grow the Trust Fund and facilitates as a broad an investment community as possible.
- To manage the Company as efficiently and effectively as possible.

### RESPONSIBLE TO:

1. The Minister of Finance and the Chair of UTOS (Management Company) Limited Board of Directors for the efficient, effective and economical administration of the Trust Fund in accordance with its related legislations.
2. The Board of Directors of UTOS (Management) Limited for the efficient and competence leadership and management of all employees of the Company in accordance with requirements as determined by the Board of Directors and related legislations and policies.
3. The Ministry of Finance as well as the Ministry for Public Enterprises for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislations and Government Policies.

### DUTIES:

**The Chief Executive Officer will perform the following duties:**

1. Provides advice to the Minister through the Board of Directors based on analysis of broad range of issues and emerging trends, assessing impact on the Company and the Trust Fund as well as identifying opportunities and viable solutions.
2. Ensure the mandated and timely preparation and submission of :
  - Annual reports to Cabinet and Parliaments
  - Monthly Financial Reports to the Board, and
  - Quarterly Reports to the Ministry of Finance, Ministry of Public Enterprise and other relevant key stakeholders
3. To ensure that transactions of units and investments of the Trust Fund are done in accordance with the Trust Deed, Internal Policies and all applicable legislations at all times.
4. To develop and review all policy documents and plans during the next phase of development and review of the Company and the Trust Fund, as well as to review the Prospectus and Investment Plan within the time period as directed by the Board of Directors.
5. To drive and promote the Trust Fund as an alternative investment fund and the Company as a fund manager for all Samoan citizens and businesses, which is linked to the privatization program of the Government and to build the organisation climaxes needed to achieve objectives in which the Trust Fund was established.
6. To lead the monitoring and allocation of the investment portfolio and continuously pursue new investments yielding favourable returns for Trust funds.
7. To build and maintain good relationships with key investors and stakeholders nationally and internationally to facilitate the achievement of corporate goals and targets.
8. To ensure strategies, policies and processes are in place to indentify and mitigate risks across the

organization. These include financials, online services, marketing strategies, businesses, assets and investments risks.

9. To assess skills and capabilities of staff and to develop training and capacity building plans for skills' gaps identified.
10. To ensure the Company and the Trust Fund complies with all the relevant legislations and regulations, as well as with the reporting requirements specified under the Trust Deed, Public Bodies (Performance and Accountability) Act 2001, Companies Act 2001 and the Public Finance Management Act 2001;
11. To increase unitholders' funds under the management of the Company.
12. Facilitate a work environment that promotes efficiency and effectiveness of the Company's services delivery.
13. To assess potential risks associated with current investment portfolios and implement strategies to reduce or eliminate these risks.
14. To report and advise the Board of Directors on the financial performance and position of the Company and Trust Fund on a monthly, quarterly and annually basis. .
15. Ensure that the Company and the Trust Fund are indemnified from any unnecessary legal action.
16. In consultation with the Chairman of the Board of Directors, establish dates and times for Board meetings and notify Board members accordingly.
17. Carry out any other duties as directed by the Minister and /or Board of Directors.

### Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS & ABILITIES	DESCRIPTORS
<b>Strategic Leadership</b>	<ul style="list-style-type: none"> <li>Articulates a clear vision for the organisation and inspire a sense of shared purpose that drives the Company's vision and long-term direction.</li> <li>Analytical acumen, with an understanding of unit trust-specific pricing and fees structures.</li> <li>Demonstrate understanding of corporate governance issues as they apply to Public Bodies and organizations and delivering 'public-good' objectives.</li> <li>Develop clear goals that are consistent with approved strategies, identify priority activities and allocate resources appropriately.</li> <li>Ability to identify strategic issues, opportunities and risks and be able to communicate effectively, broad and compelling organisational directions.</li> <li>Able to initiate and analyse policies and provide strategic advice at the Ministerial and Board level.</li> <li>Demonstrates a clear understanding of political, social, financial and economic factors affecting the Company and the Trust Fund..</li> <li>Strong strategic skills, the ability to develop long term value-creating opportunities for the Company and the Trust Fund whilst not losing focus on shorter term results.</li> <li>Sound knowledge of all current relevant legislations governing the Company's operations and all legislation related to public bodies.</li> <li>Ability to acquire and administer resources (human, financial, material, information) in a manner that instil public trust and accomplish Company's goals.</li> <li>Is resourceful, optimistic, energetic, open-minded, flexible and capable of solving problems and making sound timely decisions.</li> </ul>
<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>Nurtures internal and external relationship.</li> <li>Develops guides and monitors employees.</li> </ul>

	<ul style="list-style-type: none"> <li>• Values individual’s differences, strengths and potential and harness these to achieve the Company’s goals.</li> <li>• Nurture, network and communicate with all stakeholders, both local and international.</li> <li>• Demonstrate ability to communicate the ‘big picture’ clearly to a wide range of internal and external audiences with precision, confidence and in an articulate manner.</li> <li>• Well-developed personal management skills and the ability to motivate and bring out the best in direct outputs, as well as the staff as a whole.</li> </ul>
<b>Delivers/Achieves Results &amp; Outcomes</b>	<ul style="list-style-type: none"> <li>• Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>• Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.</li> <li>• Stimulate / create a culture of accountability and transparency.</li> <li>• Use workforce planning to develop and maintain the capability to deliver services effectively.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTORS</b>
<b>Integrity/Ethics</b>	<ul style="list-style-type: none"> <li>• Possess appropriate values and belief in what is best for the common good.</li> <li>• Is widely trusted and is seen as a direct and courageous individual.</li> <li>• Personifies values of honesty, integrity, impartiality, transparency and accountability.</li> <li>• Demonstrate self-awareness and commitment to personal development.</li> <li>• Serves the Government of the day irrespective of personal preferences.</li> </ul>
<b>Commitment &amp; Personal Drive</b>	<ul style="list-style-type: none"> <li>• Takes responsibility and initiates timely action to resolve issues.</li> <li>• Is prepared to make tough corporate decisions to achieve desired outcomes.</li> <li>• Accepts accountability for mistakes made in the organization and ensures corrective action is taken.</li> </ul>
<b>Judgement /Intelligence/ Commonsense</b>	<ul style="list-style-type: none"> <li>• Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Company and apply appropriate and cost-effective solutions.</li> <li>• Has the functional and technical knowledge to carry out the Chief Executive Officer's duties to a high level of accomplishment.</li> <li>• Makes sound decisions based on common sense, experience and good judgment without prejudice.</li> <li>• Anticipates implications and applies effective judgment to develop solutions.</li> </ul>
<b>Creativity &amp; Innovation</b>	<ul style="list-style-type: none"> <li>• Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>• Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods.</li> <li>• Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> <li>• Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality and still value being part of the Company.</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTORS</b>
	<p>Proven experience in management or leadership with a minimum of eight (8) years of services, preferably in the following:</p> <ul style="list-style-type: none"> <li>○ Professional and managerial experience in Investment, Finance, Economics and Public Administration</li> <li>○</li> <li>○ Experience in public sector reforms, Government procedures and procurement policies.</li> <li>○ Investment assessments and valuations.</li> </ul>

<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTORS</b>
	Minimum qualification of a Bachelor degree from a recognised tertiary institution in Accounting, Finance, Economics and Public or Business Administration or other fields relevant to the position.