



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

ACEO Corporate Services

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 **2nd February 2022 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:

The position is responsible for leading and managing the Corporate Services Division and providing administrative and financial support to all Technical Divisions and Ministerial support division within the Ministry to ensure its operations and services are successfully executed.

DUTIES

Technical/Operational Advice

1. Ensure efficient and effective services to the Ministry in relation to the following functional areas:
 - Financial and budgetary Management
 - Human Resource Management & Development
 - Procurement and Asset Management
 - Performance Management System for the Ministry
 - Information Systems and Processes
 - Workforce Plan

- Corporate Plan
 - Management plan
 - Annual Reports
2. Performance Management Plans/Appraisals
 3. Advise the Chief Executive Officer on appropriate strategies and activities to assist in achieving the Ministry's set outputs and performance targets in the above functional areas.
 4. Administer the implementation of the Working Conditions and Entitlements policies to ensure full compliance.
 5. Ensure timely and accurate financial reports to output managers on a monthly basis, to enable them to monitor their financial resources.
 6. Ensure proper usage, security and maintenance of the Ministry's properties, assets, physical resources, information and all utilities.
 7. Advise and implement effective organizational restructuring for the Ministry including appropriate occupational classification and remuneration management.
 8. Oversee the accurate and timely dissemination of relevant information to all Ministries and stakeholders.
 9. Report the Division's work progress to the Chief Executive Officer on a monthly basis.
 10. Ensure the implementation of Division/Ministry work is in line with governing legislation.

Strategic Policy Advice & Planning

1. Lead and manage the development of strategic policies, plans, new initiatives for service improvement in the Corporate Services Division.
2. Lead and manage the division in providing sound and quality advice on all matters pertaining to Human Resources and Financial Management.

Monitoring and Evaluation

1. Lead the team in monitoring and evaluation of human resource policies and financial policies and cooperating with Divisions on M&E activities and systems operation.
2. Lead the analysis of M&E data relevant to Corporate Services, identifying issues requiring interventions and advise the Chief Executive Officer on strategies.
3. Compile M&E reports and submit to the Chief Executive Officer.
4. Regular update of personnel data / information collation and compilation for People One System (HR).
5. In collaboration with other divisions, ensure effective implementation of human resource policies and financial policies through quality and timely monitoring and evaluation.

Leadership & Management

1. Actively participate as part of the Leadership and Management Team in the decision-making and governance processes of the Ministry.
2. Lead and role-model the Public Service Values for Divisional team members, Ministry and wider Public Service.

3. Provide on the job support and coaching as well as training for team members to ensure their continuous development.
4. Ensure that effective performance management and evaluation processes are undertaken for all staff at the Ministry.
5. 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.
6. Lead in the development and implementation of the following Ministry Reports/Plans:
 - Workforce Plan,
 - Corporate Plan
 - Management plan
 - Annual Reports
 - Performance Management Plans/Appraisals
 - And any other relevant Plan/Reports
7. Ensure internal systems are in place for effective and efficient planning, implementation, monitoring, evaluating and reporting on team performance.
8. Ensure emerging and cross cutting issues are reflected into the Ministry's planning processes and internal policies.¹
9. Manage the timely compilation of financial (mid-year and annual budget review) and Annual Reports from each of the Ministry's Divisions.
10. Collaborate with other Divisions to develop training resources and materials on relevant technical trainings.
11. 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.
12. Act as the Chief Executive Officer for MPE, from time to time and as may be directed by the Chief Executive Officer in her absence.
13. Represent the Ministry in local and international forums when required.

KEY DELIVERABLES

1. Successful implementation of the Ministry's New Corporate Plan 2021-2024.
2. Develop / Review a Consolidated Procedural Guideline to improve the overall quality of services by the Ministry.
3. Develop / and or review and implement a reporting system to track the timely submission and implementation of the Ministry's various plans (Management, Quarterly and Annual Reports).
4. Successful Planning, organizing and monitoring of the Ministry's annual budget and financial performance to align with core functions.
5. Conduct regular or when needed, the Ministry's annual Organizational Review to be in line with current policy and structural changes.

¹ Gender, Disability, Climate Change / resilience, Disaster Risk Management etc

6. Successful implementation of the Performance Management System for staff performance on an annual basis.
7. Effectively implement and enforce the Ministry's Workforce Plan to ensure capacity building and development needs of all the staff are addressed / achieved.
8. Achievement of Key Performance Indicators as per Budget performance measures every Financial Year.

SELECTION CRITERIA

<u>MERITS</u>	<u>COMPETENCY</u>	<u>DESCRIPTOR</u>
SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> • Recognizes impact of organization's direction and role within the government and community. • Understands organizational direction and aligns/translates strategic objectives into operational activities. • Provides advice to Chief Executive Officer based on analysis of a broad range of issues. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • 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 challenges.

SKILLS AND ABILITIES	2. Building and Sustaining Relationships (Essential)	<ul style="list-style-type: none"> • Is committed to client service, 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 Corporate Division. • Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work. • 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. • Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.
SKILLS AND ABILITIES	3. Delivers/achieves results (Essential)	<ul style="list-style-type: none"> • Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency. • Monitors and manages resourcing pressures for optimum outcomes. • Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies. • Fosters a culture of achievement and ensure planned targets / projects are realistic. • Ensure planned targets are monitored and measured and achieves expected outputs / outcomes. • Achieve Ministry's outputs as set out in Corporate and Management Plans.

PERSONAL ATTRIBUTES	4. Integrity (Essential)	<ul style="list-style-type: none"> • Exhibits and applies high integrity and ethical principles. • Is indisputably trusted and operates professionally. • Act professionally in carrying out duties and responsibilities despite personal preferences. • Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
PERSONAL ATTRIBUTES	5. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> • Defines work in terms of results and pursues success with energy and drive. • Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track. • 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 years of experience. • Experience in Operations and Management of Human Resource / Financial services and activities will be an advantage.
QUALIFICATIONS	9. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • A Bachelor Degree in Commerce/Management field or relevant discipline.

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.