

**GENERAL MANAGER  
SAMOA LAND CORPORATION**

**Job Description**

**PRIMARY OBJECTIVE:**

To assist the Samoa Land Corporation Board with the efficient management of all employees and resources in accordance with requirements as determined by the Board and related legislation and policies.

**RESPONSIBLE TO:**

Minister of the Samoa Land Corporation and the SLC Board of Directors for:

- a) The efficient and competence leadership and management of all employees and resources in accordance with requirements as determined by the SLC Board and related legislation and policies.
- b) Accountable and responsive to key stakeholders and the public on behalf of the Government, the Corporation and its employees.

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 legislation and Government Policies.

**DUTIES:**

1. Effective and Efficient management of the Corporation in accordance with the relevant legislative requirements:
  - Ensuring that operations of the Corporation are in compliance with its Articles of Association;
  - 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
  - Ensuring that the Corporation is indemnified from any unnecessary legal actions;
  - Providing the Minister and Board of Directors with sound advice on the strategic direction for the Corporation as well as potential Public Private Partnership (PPPS) with Foreign Investors & Local businesses in relations to the sustainable use of lands for capital projects.
2. Effective and Efficient divestment of all Corporation Assets:
  - Ensuring maximization of returns of investment activities
  - Exploring new divestment options with a view to diversifying the revenue base of the Corporation
  - Ensuring effective and efficient employment of the Corporation technical services for the development of its land assets
  - Promoting economic development and participation through encouragement of financially viable and sustainable agricultural activities for leased land
  - Ensuring that development projects approved for implementation are completed on time.
  - Ensuring that land conflicts with traditional land owners with claims on Corporation lands are resolved or appropriate measures taken to address these conflicts.
3. Effective and Efficient management of financial and human resources of the Corporation:
  - Formulate a workforce succession plan to ensure availability of qualified personnel for the

smooth maintenance and future sustainability of the Corporation's operations,

- That a competent and committed workforce is maintained by the Corporation
- Facilitating a work environment that promotes the efficiency and effectiveness of the Corporation's service delivery.
- In consultation with the Chairman of the Board of Directors, establish dates and times for Board meetings and notify Board members accordingly.
- Carry out any other duties as directed by the Minister and /or Board of Directors.
- Ensuring that the Corporation has a healthy financial performance so that dividends are paid to Government annually.
- Ensuring that Audited Annual Accounts of the Corporation and Annual Reports are prepared and tabled within the stipulated timeframes.

### Selection Criteria

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS &amp; ABILITIES</b>	<b>DESCRIPTOR</b>
<b>Strategic Thinking</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 organization's vision and long-term direction.</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 able to communicate effectively broad and compelling organisational direction.</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 and economic factors affecting the organization.</li> <li>• Strong strategic skills, the ability to develop long term value-creating opportunities for the organization 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 the organization's goals.</li> <li>• Is resourceful, optimistic, energetic, open-minded, flexible and capable of solving problems and making sound decisions.</li> <li>• Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>• Effectively delegates appropriate responsibility, accountability &amp; decision making.</li> <li>• Monitors progress against milestones and deadlines.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to make timely and effective decisions and produce results through strategic planning, implementation and evaluation of programs and policies to inform policy and operation reforms.</li> <li>• Sound Knowledge of relevant legislation governing the Organization's operations and activities.</li> <li>• Sound Knowledge of the fundamental operation of the Government appropriate to the position.</li> </ul>
<b>Building Relationships</b>	<ul style="list-style-type: none"> <li>• Values individual's differences, strength and potential and harness these to achieve the Company's goals.</li> <li>• Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>• Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.</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>• Exhibits strong organizational ability seen through integration of structures, systems, processes and resources to achieve objectives.</li> <li>• Stimulate / create a culture of accountability and transparency.</li> <li>• Uses workforce planning to develop and maintain the capability to deliver services effectively.</li> <li>• Explores innovative approaches to ensure value for money in services delivery.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTOR</b>
<b>Integrity/Ethics</b>	<ul style="list-style-type: none"> <li>• Provides impartial and forthright advice.</li> <li>• Models high standard of ethics, conduct and probity.</li> <li>• Widely trusted and seen as a direct, truthful and courageous individual.</li> <li>• Personifies the values of honesty, integrity, impartiality, transparency and accountability.</li> <li>• Demonstrate self-awareness and commitment to personal development</li> <li>• Serve 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>Judgment / Intelligence / Commonsense</b>	<ul style="list-style-type: none"> <li>• Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Samoa Land Corporation and apply appropriate and cost-effective solutions.</li> <li>• Has the functional and technical knowledge to carry out the General Manager'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 applies 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>• A team player that respects and listens to his/her colleagues' advice or perceptions</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 Samoa Land Corporation.</li> <li>• Pursues new methods and solutions, thinks outside the box and is unafraid to use unorthodox methods.</li> <li>• Good understanding of new technologies and their application.</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>• Proven experience in management or leadership with a minimum of eight (8) years of services in at least a senior executive position.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>• Minimum qualification of a Bachelor degree from a recognised tertiary institution in Management, Commerce or other fields relevant to the position. Other relevant academic qualifications and achievements will also be considered.</li> </ul>