

**CHIEF EXECUTIVE OFFICER
GAMBLING CONTROL AUTHORITY**
Job Description

POSITION OBJECTIVES:

The main objective of this position is to be the administrative, operational and corporate head that manages and leads the implementation of the Authority's regulatory functions and policies pursuant to the Casino and Gambling Control Act 2010 and Authority's direction.

RESPONSIBLE TO:

1. The Gambling Control Authority Board of Directors for:
 - a) the effective and efficient management of the Authority; and,
 - b) the execution of the Authority's functions including collection of fees and commissions and levies under the Act.
2. 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:

The CEO will perform the following duties:

1. Providing high quality policy advice to the Board (and the Minister if applicable) on all areas of the Authority's mandate;
2. Supervising all staff employed by Samoa National Lottery/Gambling Control Authority and will ensure that files; job descriptions; security of money, assets and premises; and other duties expected of someone in charge of an organization are in order;
3. Ensure that the operations are financially viable and that debts are not allowed to accumulate for a period of more than 30 days.
4. Strict monitoring of debtors; creditors and bank balances are to be done monthly with reports to the Board made on a regular basis or at every board meeting as referred to in this Agreement.
5. Ensuring that annual accounts for the Authority are prepared and submitted to the external Auditors within three months after the end of the financial year and subsequent reporting to Cabinet and Parliament as required.
6. Represent the Authority in its external relations including those with Government and Parliament as approved by the Board and it in terms of the relevant legislations. Assistance from outsourcing may be arranged for this as required.
7. Arrange the preparation of monthly and annual financial and operating budgets and Corporate Plan for the above including staffing for Board approval and monitoring.
8. Ensure the Authority is fully compliant with Cabinet and Ministry for Public Enterprises policies and regulations.
9. Ensuring that the Authority has the strategies, capabilities and supporting culture to enable the delivery of its mandate and corporate objectives;
10. Ensure that adequate insurance cover is maintained and updated for all fixed assets with individual values over \$5,000 and full compliance with all contractual obligations including rental and national lottery software and maintenance agreements.
11. Ensuring that statutory obligations such as PAYE, income tax; ACC are accurately recorded and payment made on time.

12. Implement a suitable staff rotation plan so that staff acquire experience and skills in different roles so the Authority is not totally dependent on one person (including the CEO) for the efficient performance of that person's duties.
13. Advise the Board on strategy, mission statements and the long term vision of the Authority in Samoa.
14. Prepare monthly reports for Samoa National Lottery and Gambling Control Authority for the Board to be presented at Board meetings.
15. Ensuring that expenses including capital expenditure and revenue results are within budget and prompt and timely advice to the Board is made where variances are more than 10% negative of budget targets.
16. Ensuring the availability of and where necessary obtain the required resources to implement and maintain sound accounting and financial internal controls.
17. Ensuring sales, receipts and banking are reconciled daily and any discrepancies investigated.
18. Regular review of the current Accounting Manual and make recommendations for changes to the Board.
19. Closely monitor agencies to ensure they are financially viable and recommend non profitable agencies to the Board for approval to be closed down.
20. Be fully conversant with the provisions of the agreement for the National Lottery between TAB and GI Terminal i-Tech Private Limited and to ensure that the provisions of these agreements including those relating to the current lottery and server support from GI in India and to recommend any changes that are of benefit to local operations.
21. Ensuring that adequate IT support and resources are available at all times for the protection and efficient operation of the National Lottery operations/TMS operations and to recommend any improvements.
22. Ensuring that full confidentiality of all information and documents is maintained and secured.
23. Ensuring that contractual and operating arrangements with TMS/Tattslotto are complied with and closely monitor the financial performance of these operations so that timely advice to the Board can be made to protect the financial viability of this operation.
24. Ensuring that all vital files are backed up daily and disaster recovery measures are in place for the recovery of data files and other vital documents in case of fire, natural disasters or other hazards.
25. Successful implementation of the Authority's Corporate Plan 2021 – 2024

SELECTION CRITERIA

SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Authority inspires a sense of shared purpose and direction and drives the Authority's vision and long-term direction. ▪ Ability to recognize opportunities that the Authority can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Authority's vision and goals.

	<ul style="list-style-type: none"> ▪ Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms. ▪ Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions. ▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments. ▪ Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Authority to ensure effective and efficient operations. ▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Authority's goals.
Building Relationship	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Authority's goal ▪ Develops guides and monitors employees. ▪ Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork. ▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner. ▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
Delivers / achieves results / outcomes	<ul style="list-style-type: none"> ▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations. ▪ Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results. ▪ Stimulate / create a culture of accountability and transparency. ▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ Possess appropriate values and belief in what is best for the common good. ▪ Is widely trusted and is seen as a direct and courageous individual. ▪ Personifies values of honesty, integrity, impartiality, transparency accountability. ▪ Demonstrate self-awareness and commitment to personal development. ▪ Serves the Government of the day irrespective of personal preferences
Commitment & Personal Drive	<ul style="list-style-type: none"> ▪ Takes responsibility and initiates timely action to resolve issues. ▪ Is prepared to make tough corporate decisions to achieve desired outcomes. ▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions. ▪ Is aware of new and emerging issues such as climate change and disaster risks and able to design interventions to adapt to climate change and reduce disaster risks and ensure that the Authority is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the Commissioner's duties to a high level of accomplishment. ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice.

	<ul style="list-style-type: none"> ▪ Anticipates implications and applies effective judgment to develop solutions.
Creativity and Innovation	<ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ 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. ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change. ▪ 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 Authority.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in management or leadership at a minimum of eight (8) years of service.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree either in Finance, Accounting, Economics, Legal or Business Management or in other related discipline relevant to this position.