

CHIEF EXECUTIVE OFFICER
SAMOA QUALIFICATIONS AUTHORITY
Job Description

POSITION OBJECTIVES:

The Chief Executive Officer (“CEO”) leads the development of the Authority to meet the objectives of the Authority, Board and Government of Samoa.

RESPONSIBLE TO:

1. The SQA Board of Directors for:
 - a. Providing policy advice to the Government; through the Board, on strategies and priorities for Post School Education and Training (“PSET”);
 - b. Coordination of the PSET Sector.
 - c. Quality assurance for all PSET providers, programmes and qualifications.
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:

1. Strategy Development, Planning and Reporting

- Sustain/Review if necessary the Vision for the Authority and sustain its core technical and operational expertise.
- Take a proactive role in the formulation of future strategic objectives and submit them to the Board for input, discussion and decision as to ratification.
- Ensure that the strong strategic, corporate, annual and budgetary planning processes are in place to produce effective plans for approval by the Board.
- Ensure that all financial and non financial reporting requirements are met on a timely and regular basis
- Ensure that reporting to the Board is always totally 'transparent' and on a 'no surprises' basis.
- Coordinate the secretariat to the Board of Directors
- Take a proactive role in promoting links and learning pathways between the school sector and the Post School Education and Training (PSET) sector and offer career advisory services.

2. Relationship Management

- Develop, and maintain effective strategic relationships with key stakeholders including PSET providers, financiers/donors, contract counterparties and partners.
- Develop a wide range of relationships and networks with local, national and international organizations with similar objectives.
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3. Operational Management

- Build a team of all Authority staff to ensure that the day-to-day operations are effectively and efficiently coordinated and implemented and conducted within the framework agreed to by the Board.
- Implement stringent management processes to ensure the timely and cost effective development of the key activities undertaken.
- Maintain effective working relationships with the Chairperson and other members of the Board.
- Develop and manage performance based contracts for the achievement of agreed programmes.
- Successful implementation of the Authority’s Corporate Plan 2017 – 2020

4. Staff Management and Leadership

- Build and maintain a high performance culture within the Authority through effective performance management, communication and coaching of staff and contractors.
- Provide clear leadership and promote and foster a team culture consistent with the Authority's values and code of ethics.
- Ensure the recruitment of appropriately skilled staff to positions, and establish appropriate remuneration levels and performance based on conditions for staff within the framework agreed to by the Board.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
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. ▪ 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. ▪ Demonstrates understanding of management principles particularly in an education environment. ▪ 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 Chief Executive Officer's duties to a high level of accomplishment. ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice. ▪ 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 with a minimum of eight (8) years in public or private service.
ACADEMIC	DESCRIPTOR

QUALIFICATION	
	<ul style="list-style-type: none">▪ Minimum qualification of a Bachelor's degree from a recognized tertiary institution in the related area of Education/Management and other fields relevant to the position.