



MINISTRY FOR PUBLIC ENTERPRISES

POSITION DESCRIPTION	
Position Title	Executive Legal Officer
Position Code	PE000037
Reports to:	Chief Executive Officer
Supervisor Code	PE000001
Division:	CEO's Office
Location:	SNPF Plaza Level 1, MPE Main Office
Salary Grade	A17/A18
Salary Rate	\$61,560/\$77,316

Primary Purpose:

To provide support to CEO & Management in the provision of high-quality legal advice, opinions and to propose legal solutions through drafting legislative proposals and amendments, challenging legislation and contributing to the development of policies that will help achieve our mission and vision.

Key Responsibilities: As an Executive Legal Officer, the position is responsible for:

Key Areas of Responsibility	Performance Expectations/Deliverables
Provide Legal / Policy Advice.	Provide sound legal advice to the Ministry for Public Enterprises and SOEs particularly in matters relating to the interpretation and application of the provisions of the Public Bodies Act and Public Finance Management Act and other relating Acts and policies.
	Provide legal advice on critical concerns for policy development and strategic advice focusing on the preparation of guidelines and policies.
Review/Drafting of Legal Documents.	Develop, and facilitate review of legislation pertaining to the work of MPE in collaboration with the Samoa Law Reform Commission and the Attorney General.
	Review, facilitate, prepare and draft relevant clauses to legal documents (Warrant of Appointment, legal and statutory instruments etc).
	Draft Cabinet submissions in English and Samoan.
	Research, analyze and draft legal opinions on complex legal issues to support a substantive legal advice to the CEO and Management.
Investigations/ Litigations.	Lead and coordinate investigations and inquiries under the Public Bodies Act.
	Advise on matters involving potential Government liability and any legal proceedings against MPE and provide legal representation for the Ministry in any litigation or legal matters in collaboration with the Attorney General.
Legal Training & Information.	Prepare, coordinate and facilitate in-house trainings for MPE employees in relation to carrying out investigations. Conduct awareness for any changes in Public Bodies Acts for the Public Sector.

Database Management	Record, maintain and update databases on statutory instruments, grievances and investigations within SOEs and those referred to MPE
Reporting	Advise the ACEO on the management of the Division's development work and progress through regular verbal and written reports.
	Prepare In-House Counsel Reports to the Attorney General as requested.
	Prepare, and submit monthly progress reports on the Division's work activities to the CEO. This should be submitted to the ACEO in a timely manner.
Other work	Liaise with the Office of the Attorney General on all legal matters relevant to the Ministry for Public Enterprises.
	Attend workshops, trainings and conferences representing the Ministry for Public Enterprises when directed.
	Certify and witness legal documents executed by the CEO on behalf of Government.

Core Competencies/Selection Criteria

To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies.

Job Competency Descriptors	
SKILLS & ABILITIES	<p><i>Problem Solving</i></p> <ul style="list-style-type: none"> • Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context. • Understands theoretical side of matters and application in practical situations on arising issues where relevant and appropriate. <p>Undertakes impartial research and being able to apply analytical thinking in assessing pros and cons of a situation based on documented proof and rules.</p>
	<p><i>Research and Analytical/ Drafting</i></p> <ul style="list-style-type: none"> • Seek all relevant information for problem solving • Probe for the facts • Analyze issues from different perspectives • Are analytically agile • Draw sound inference from information available
	<p><i>Achieves and Delivers Results</i></p> <ul style="list-style-type: none"> • Understands and appreciates the organization's direction, through the implementation of set work tasks towards the achievement of corporate objectives • Demonstrates enthusiasm and passion in work tasks to motivate others in the timely delivery of work results.
	<p><i>Communication and Presentation skills.</i></p> <ul style="list-style-type: none"> • Communicates clearly in written and verbal. • Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation. • Possess a strong understanding of key issues, use of effective delivery tactics

		for a convincing and balanced rationale.
Job Competency Descriptors.		
PERSONAL ATTRIBUTES	<i>Commitment and Personal Drive.</i>	<ul style="list-style-type: none"> • Work effortlessly in any circumstances • Committed to the work, team and organisation by cooperating in team activities and valuing the input of staff at every level. Work together to achieve a common purpose
	<i>Integrity.</i>	<ul style="list-style-type: none"> • Acts with integrity at all times • Demonstrates precision in assigned work operations and decision making • Role models professionalism, impartial and objectivity in approach to sensitive matters • Presents authorised information where needed
	<i>SPS Values.</i>	<ul style="list-style-type: none"> • Familiar with the Code of Conduct • Role models the SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
Job Competency Descriptors		
EXPERIENCE	<i>Experience, Knowledge and Past Work Performance</i>	<ul style="list-style-type: none"> • Minimum of 3 years experience as a solicitor. • Thorough technical knowledge and understanding of the principles, legislation and functions of the Ministry of Public Enterprises. • Strong and sound knowledge and understanding of administrative law principles and governance issues. • Ability to read, understand, analyze and apply legislation, policies and procedures and explain these to others. • Ability to provide well-reasoned, technically accurate and practical legal advice and drafting within the required timeframe. • Must have sound understanding of relevant policies and procedures guiding work operations
Qualification.		
QUALIFICATION	<i>Formal Qualification</i>	<ul style="list-style-type: none"> • Must be a qualified legal practitioner from an internationally recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa.