



*Please address all correspondence  
to the Chief Executive Officer*

**GOVERNMENT OF SAMOA  
MINISTRY FOR PUBLIC ENTERPRISES**

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**POSITION DESCRIPTION**

<b>Position Title:</b>	Research Officer
<b>Position Code:</b>	PE000022
<b>Division:</b>	Mutual and Beneficial Monitoring Division
<b>Salary Grade:</b>	A10
<b>Salary Range:</b>	\$25,006 / \$27,278

**MINISTRY'S PURPOSE:**

To monitor and assess the performance and quality of service delivery by Public Bodies to ensure they are making a valuable contribution to economic and social development of Samoa

**DIVISION'S PURPOSE:**

Monitor the financial performance and the quality of service delivery of Mutual and Beneficial Bodies to ensure compliance with the Public Bodies (Performance & Accountability) Act 2001

**PURPOSE OF THE POSITION:**

To efficiently and effectively monitor the performance of all Public Bodies classified as Mutual Entities and Beneficial Bodies.

**KEY RESPONSIBILITIES**

As a Research Officer, you will be responsible for:

<b>Key Areas of Responsibility.</b>	<b>Performance Expectations and Deliverables.</b>
Monitoring and Evaluation	<ul style="list-style-type: none"><li>• Monitor the performance of all Mutual Entities and Beneficial Bodies in compliance with the Public Bodies (Performance &amp; Accountability) Act 2001.</li></ul>
	<ul style="list-style-type: none"><li>• Review and advice on Corporate Plans of Mutual Entities and Beneficial Bodies to ensure that Objectives, Strategies and Targets are in line with objectives of the Public Bodies (Performance &amp; Accountability) Act 2001 and Guidelines issued by the Ministry for Public Enterprises.</li></ul>
Analysis	<ul style="list-style-type: none"><li>• Prepare annual and quarterly reports on the performance of Mutual Entities and Beneficial Bodies. Interpret and understand Financial/Accounting Ratios to determine Mutual and Beneficial Public Bodies' performance.</li></ul>
Database Management	<ul style="list-style-type: none"><li>• Record, maintain and update Quarterly, Annual reports and Corporate Plans Database for Mutual Entities and Beneficial Bodies</li><li>• Provide monthly progress reports to ACEO on Mutual Entities and Beneficial Bodies compliance and performance.</li></ul>

Training Coordination	<ul style="list-style-type: none"> <li>• Coordinate and facilitate with the Principal and Senior Performance Analysts (Mutual Entities and Beneficial), trainings for Chief Executive Officers and staff of Public Bodies on areas to improve the compliance of Public Bodies with the Public Bodies (Performance &amp; Accountability) Act 2001 and other related legislations, as well as corporate governance.</li> <li>• Facilitate awareness programs for PBs re: policy initiative and policy changes.</li> </ul>
Other Work	<ul style="list-style-type: none"> <li>• Assist superiors in preparation of Management Plans, Annual Reports, MPE Reports, Cabinet Submission and other reports when it is required.</li> <li>• Provide administrative support during meetings/workshops or other related activities.</li> </ul>

### **CORE COMPETENCIES / SELECTION CRITERIA.**

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

#### ***Skills and Abilities***

Computer Skills	<ul style="list-style-type: none"> <li>• Good computing skills in Microsoft Word, Excel and PowerPoint</li> </ul>
Planning and Organizing	<ul style="list-style-type: none"> <li>• Good knowledge and experience in coordinating trainings, workshops and seminars and procuring of goods and services</li> </ul>
Research and Analytical	<ul style="list-style-type: none"> <li>• Ability to lead and initiate new ideas thru researching on the internet and other source of information relevant to tasks directed</li> <li>• Self-motivated to seek all relevant information to complete a given task</li> </ul>
Financial Ability	<ul style="list-style-type: none"> <li>• Ability to review quarterly and annual reports and monitor actual performance against budget</li> <li>• Ability to analyze budget versus actual of financial statements.</li> <li>• Must know how to interpret financial statement of a business.</li> <li>• Must understand Accounting Ratios and its application</li> </ul>
Communication and Presentation Skills	<ul style="list-style-type: none"> <li>• Ability to write, read and speaks in both English and Samoan fluently.</li> <li>• Organize and present information in a logical sequence</li> </ul>
Achieves and Deliver Results	<ul style="list-style-type: none"> <li>• Ability to implement set tasks on time in order to achieve stated outcomes from specific activities.</li> </ul>

#### ***Personal Attributes***

SPS Values and Ethics	<ul style="list-style-type: none"> <li>• Familiar with Code of Conduct</li> <li>• Role model of SPS Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
Commitment and Personal Drive	<ul style="list-style-type: none"> <li>• Ability to work as a team member to achieve divisional outputs and the Ministry's long term objectives</li> <li>• Self-motivation to accomplish individual/team goals</li> <li>• Ability to perform additional duties as directed from time to time</li> </ul>

	and able to work overtime (committed)
Integrity	<ul style="list-style-type: none"> <li>• Acts with integrity at all times.</li> <li>• Portrays examples of professionalism, impartiality and objectively with regards to sensitive matters.</li> <li>• Demonstrates loyalty and ability to make sound decisions based on facts in accordance with established legislation and policies.</li> </ul>

***Experience***

Experience and Past Work Performance	Relevant experience in: <ul style="list-style-type: none"> <li>• Reading and understanding Financial Statements</li> <li>• Report Writing</li> <li>• Corporate Planning</li> </ul>
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***Qualification***

Formal Qualification	Bachelor Degree in Commerce majoring in Accounting, Economics, Business Administration or a relevant field of study.
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