

VICE – CHANCELLOR & PRESIDENT NATIONAL UNIVERSITY OF SAMOA

Job Description

PRIMARY OBJECTIVE:

The National University of Samoa (“NUS”) is mandated by the NUS Act 2006 (and Amendment). Pursuant to section 5 of the NUS Act, the functions of the University for which the VC is responsible, are as follows:

- a) The provision of education and training, including academic, technical and vocational training and continuing education at appropriate levels responsive to the needs of the people of Samoa;
- b) The continued development of the centre of excellence in the study of the Samoan language and culture and all matters pertaining to Samoa;
- c) The acquisition and transmission of knowledge by teaching, consultancy, community learning and research;
- d) The encouragement of intellectual independence;
- e) The realisation of the goals and guiding principles of the University as set out in its Corporate Plan and in line with the PDS.
- f) The promotion of the economic and social development of Samoa through the provision of quality education.
- g) The recognition of prior learning or competencies to provide for flexible transition into University programs.
- h) The establishment and maintenance of connections with public and private workplaces and the Samoan community; and
- i) The establishment of associations or arrangements with relevant institutions.

RESPONSIBLE TO:

- The Vice Chancellor reports to and is appraised annually by the NUS Council. The Vice Chancellor & President is an ex officio a member of the Council and normally a member of all University committees.
- 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:

In leading the delivery of the functions of the University, the duties and responsibilities of the Vice-Chancellor & President can be divided into two broad areas:

1. PERFORMANCE

1.1 Strategic

- a) To create, maintain, and gain the endorsement of Council for a long - range Strategic Plan for the University. (Note that the Strategic Plan will have both academic and administrative components);
- b) To create and deliver an annual business plan (the "Corporate Plan") that will deliver the Strategic goals; inclusive of a Monitoring and Evaluation and Learning framework (MEL);
- c) To build effective and maintain productive relationships with stakeholders and partners inside and outside Samoa;
- d) To ensure that the interests and values of the University are promoted and maintained;
- e) To identify opportunities and continued development of the University in teaching, research, applied science, applied research, innovation, academic excellence and collegial participation throughout the University.
- f) To encourage and reward research, academic excellence and collegial participation throughout the University.

1.2 Policy

- a) To formulate and continue to review policies in consultation with staff, to strengthen good governance throughout the University;
- b) To ensure all policies and amendments are communicated to the University community;
- c) To ensure that the academic performance of students (both learning and research) meets the standards of the University and achieves measured (numeric) goals;
- d) To ensure that the teaching and research practice of all staff meet the standards of the University and achieve measured (numeric) goals;
- e) To ensure that the University meets its budgetary and other administrative performance targets; and
- f) To ensure all University processes and systems are relevant in design, documented, and are executed effectively and efficiently.
- g) To ensure that University policies & practices reflect gender equity and consideration of vulnerable and/or underrepresented groups.

2. COMPLIANCE

2.1 Accountability

- a. To adhere to Government laws, regulations, policies and directives.
- b. To maintain positive and productive relationships with the:
 - university council,
 - education sector (MESC, SQA, APTC, other)
 - donor partners,
 - local and regional community,
 - other tertiary and professional institutions,
 - local partners,
 - industries and workplaces,
 - government ministries (Ministries – Public Enterprises, Finance, Foreign Affairs & Trade, Commerce, Industry and Labour, Prime Minister & Cabinet, Audit Office, Public Service Commission, other)
- c) To enhance active and results based collaboration with existing and potential partners.
- d) To prioritise commitment to the Education Sector partnership.

2.2 Monitoring & Supervision

- a) To provide direction, leadership and oversight to help ensure that appropriate institutional policies, standards, and procedures are developed, implemented, and maintained;
- b) To provide direction, leadership and oversight to ensure compliance and the successful implementation and monitoring of the University Corporate Plan and financial allocations;
- c) To ensure that all mandated reporting to Council and Government and other partners is completed in a timely manner and acceptable professional standards; and
- d) To ensure that the NUS Act, Statutes and Ordinances, and relevant Government laws and regulations, are promulgated widely and complied with among the University staff.

Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS & ABILITIES	DESCRIPTOR
Strategic Thinking	<ul style="list-style-type: none"> • Be able to articulate a clear vision for the University, inspires a sense of shared purpose and direction and drives the University’s vision and long-term direction. • Ability to recognize opportunities that the University 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 University’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 University’s performance and take personal responsibility for outcomes. • Ability to acquire and administer resources (human, financial, material, information) in a manner that instils public trust and accomplishes the University’s goals.
Management	<ul style="list-style-type: none"> • Effectively delegates appropriate responsibility, accountability & decision making authority. • Monitors progress against milestones and deadlines. • Drives effective planning and exhibits strong organizational ability seen through integration of structures, systems and teams to better achieve objectives. • Invest time in managing and developing people. • Integrate plans into a transparent management framework to fulfil obligations of management accountabilities. • Manages projects across sector and multiple agencies and keeps stakeholders informed. • Uses workforce planning to develop and maintain the capability to deliver services effectively.
Building Relationships	<ul style="list-style-type: none"> • Demonstrated ability to communicate the ‘big picture’ clearly to a wide range of internal and external audiences with precision, confidence and in an articulate manner. • Demonstrated ability to network, negotiate and communicate with all stakeholders, both internationally and locally including funding issues. • To enhance collaboration with existing and potential partners the University has Memoranda with for the ongoing development of the University. • Fosters a culture of true collaboration, inclusion, participation. • Values diverse viewpoints to enhance outputs and outcomes. • Recognises the importance of consultation, stakeholder engagement, self-

	<p>reflection, and true teamwork.</p> <ul style="list-style-type: none"> Encourages and maintains a performance-oriented culture, able to coach staff with regular structured feedback, recognition of achievement, and support to overcome failure. Empowers, mentors and engages in activities to sustain morale.
Delivers/Achieves Results & Outcomes	<ul style="list-style-type: none"> Drives activities that support organizational sustainability, operational efficiency and flexible resource management. Fosters a culture of accountability and transparency. Optimizes professional expertise to improve overall performance and delivery of organizational outcomes. Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change. Drives a culture of achievement and commitment to achieving expected outcomes in academic, TVET and other fields relevant to the development of Samoa. Drives an efficient and effective system of reporting progress and evaluation results.
Leadership	<ul style="list-style-type: none"> Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance. Ability to manage politics, change, take risks, be innovative and deal with complexity. Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions. Drives and sustains a performance culture both internally (agency level) and externally across Government Ministries/Public Bodies & related entities.
PERSONAL ATTRIBUTES	DESCRIPTOR
Integrity/Ethics	<ul style="list-style-type: none"> Provides impartial and forthright advice. Models high standard of ethics, conduct and probity. Widely trusted and seen as a direct, truthful and courageous individual. Serves the Government, irrespective of personal preferences. Personifies the values of honesty, integrity, impartiality, transparency and accountability. Agile and flexible outlook to priorities of the education sector
Commitment & Personal Drive	<ul style="list-style-type: none"> Demonstrates self-awareness and commitment to personal development. Takes responsibility and initiates timely action to resolve issues. Is prepared to make tough corporate decisions to achieve desired outcomes. Accept accountability for mistakes made in the organization and ensures corrective action is taken.
Intellect & Judgement	<ul style="list-style-type: none"> Sound judgement and decision making skills. Is intellectually sharp and exhibits a sophisticated understanding of the environment affecting the organisation and its impacts. Shows high levels of analytical, conceptual, and innovative thinking. Proficiently handles concepts and complexity, blends analysis and insight to effectively inform and enhance the organisations performance. Anticipates implications and applies effective judgement to develop solutions.
Creativity & Innovation	<ul style="list-style-type: none"> Consistently generates and applies original ideas tackling both simple and complex problems. Pursues new methods and solutions, thinks outside the box and is unafraid to use unorthodox methods. Good understanding of new technologies and their application.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR

	<p>Proven experience in leadership at a minimum of eight (8) years of services, mainly in the following prescribed areas:</p> <ul style="list-style-type: none"> • Tertiary education administration and relevant experience. • Academic Quality control • Business Acumen • Managing diversity and the political interface • Experience of working in Samoa and/or the Pacific region • Strategic and analytical approach to financial management
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> • A Post graduate, preferably PhD Qualification level with managerial experience in Education & other fields relevant to the position and an affinity to TVET initiatives and conduct of research would be an advantage.