

**CHIEF EXECUTIVE OFFICER**  
**SAMOA SPORTS FACILITIES AUTHORITY**

**Job Description**

**POSITION OBJECTIVES:**

The CEO is the administrative head of the Samoa Sports Facilities Authority and shall be at the forefront for the development of a strategic direction for the Authority and provide vision for the effective and determined leadership of SSFA.

**RESPONSIBLE TO:**

1. Minister responsible for Samoa Sports Facilities Authority and the Board of Directors for the overall management responsibility and successful operation of the Samoa Sports Facilities Authority.
2. The Ministry for Public Enterprises for compliance with the Public Bodies Act 2001 and other relevant legislation and Government policies and the Ministry of Finance for compliance with the Public Finance Management Act 2001.

**DUTIES:**

1. Expected to conform to policies, directives and guidelines as well as governing legislations.
2. Demonstrates leadership in maintaining and overseeing all sporting facilities and venues, to run an organization that is effective and transparent and has a sole function to implement long term plans and improved strategies in managing of Games facilities.
3. Plan, coordinate and controls the daily operations of the Authority.
4. Oversees the adequacy, transparency and accountability of the Authority's financial structure.
5. Plan and directs all investigations and negotiations pertaining to acquisition or the sale of/or major assets with the approval of the Board of Directors
6. Establishes and maintains an effective system of communication with the Authority
7. Develops a partnership and represents the Authority with major customers, stakeholders, clients and the Public.
8. Ensure the mandated and timely preparation and submission of:
  - Annual reports to Cabinet and Parliaments;
  - Monthly Financial reports to the Board,
  - Quarterly reports to the Ministry of Finance, Ministry for Public Enterprises and other relevant key stakeholders,
  - Authority's Corporate Plan for the approval of the Board of Directors and Cabinet.
9. Carries out supervisory responsibilities in accordance with the Authority's policies, regulations and applicable laws. Responsibilities including – Recruitment and Selection, Training employees, Planning, Delegation of duties, Performance Management, Rewarding and Disciplining employees, Addressing complaints and Managing Conflicts.
10. Develop and implement relevant plans for the corporation and ensure all the Authority's assets and resources are managed prudently and legally.
11. Formulate a workforce succession plan to ensure availability of qualified personnel for the smooth maintenance and future sustainability of the Authority's operations.

## SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership	<ul style="list-style-type: none"> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ 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.</li> <li>▪ Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions.</li> <li>▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.</li> <li>▪ Has good command skills and encourages internal feedback and external assessment for improving the Fund’s performance and take personal responsibility for outcomes.</li> <li>▪ Build effective teams and relevant systems within the Fund to ensure effective and efficient operations.</li> <li>▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Fund's goals.</li> <li>▪ Demonstrated high level leadership skills at a program level including organization wide planning and prioritizing skills together with demonstrable high level people management skill</li> <li>▪ An active involvement in sports and a working knowledge of the recreation and leisure industry in Samoa.</li> </ul>
Building Relationship	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationship</li> <li>▪ Values individual's differences, strengths and potential and harness these to achieve the Authority's goal</li> <li>▪ Develops guides and monitors employees.</li> <li>▪ Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.</li> <li>▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.</li> <li>▪ Highly developed interpersonal skills to advance collaborative inter-agency and intra-agency working relationships and to positively advance the</li> </ul>

	profile and reputation of the Authority with Government, with Judiciary, the legal profession and with other Public Beneficial Bodies and stakeholders
Delivers / achieves results / outcomes	<ul style="list-style-type: none"> <li>▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>▪ Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results.</li> <li>▪ Stimulate / create a culture of accountability and transparency.</li> <li>▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTORS</b>
Integrity / Ethics	<ul style="list-style-type: none"> <li>▪ Possess appropriate values and belief in what is best for the common good.</li> <li>▪ Is widely trusted and is seen as a direct and courageous individual.</li> <li>▪ Personifies values of honesty, integrity, impartiality, transparency accountability.</li> <li>▪ Demonstrate self-awareness and commitment to personal development.</li> <li>▪ Serves the Government of the day irrespective of personal preferences</li> <li>▪ Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.</li> </ul>
Commitment & Personal Drive	<ul style="list-style-type: none"> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Is prepared to make tough corporate decisions to achieve desired outcomes.</li> <li>▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.</li> </ul>
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> <li>▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Samoa Sports Facilities Authority and apply appropriate and cost-effective solutions.</li> <li>▪ 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 Samoa Sports Facilities Authority is ready to respond at all times to small scale incidents and national disasters.</li> <li>▪ Has the functional and technical knowledge to carry out the CEO's duties to a high level of accomplishment.</li> <li>▪ Makes sound decisions based on common sense, experience and good judgment without prejudice.</li> <li>▪ Anticipates implications and applies effective judgment to develop solutions.</li> </ul>
Creativity and Innovation	<ul style="list-style-type: none"> <li>▪ Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>▪ 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.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ 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 Samoa Sports Facilities Authority.</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Proven experience in management or leadership at a minimum of eight (8) years of service in at least a senior executive position.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Minimum qualification of a Bachelor degree or higher, either in Management, Finance, and Commerce or in other related discipline relevant to this position.</li> </ul>