

GENERAL MANAGER
SAMOA TRUST ESTATES CORPORATION
Job Description

POSITION OBJECTIVES:

The main objective of this position is to initiate, develop, control and manage as Trustee for and on behalf of the people of Samoa the assets of the Corporation vested in it and/or any other assets that the Corporation has acquired or may acquire, whether real or personal; and to ensure the efficient and prudent agricultural, horticultural, pastoral, industrial, commercial or other development of its lands, assets and other enterprises.

RESPONSIBLE TO:

1. The Minister of Samoa Trust Estates Corporation and STEC Board of Directors for:
 - a. The management of technical and economic issues in accordance with all legislation that governs the operations of the Corporation.
 - b. Accountable and responsive to key stakeholders and the public on behalf of the Government, the Corporation and its employees.
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:

The General Manager will perform the following duties:

1. Lead and manage the daily operations of the Corporation in achieving its' principal functions as prescribed in the WSTEC Act 1977 & WSTEC Reconstruction Act 1990;
2. Provide strategic advice to the Minister and the Board on all land, agricultural, property, development and business issues related to the Corporation;
3. Design, lead and implement the cultivation of lands belonging to the Corporation and develop the resources of the same and sell or otherwise make use of the produce and livestock there from,
4. Coordinate and carry out all or any of the trades or businesses of general merchants of the corporation and any other businesses capable of enhancing the value of or render profitable any of the Corporations property or rights,
5. Lead the development of renewable energies and property management which may benefit the Corporation and utilize land wisely,
6. Work collaboratively with all sectors on identifying potential research projects and formulating appropriate policies and strategies for the consideration of the Board,
7. Lead and manage the corporation's budget and ensure financial plans are implemented in line with governing legislation and that effective control measures and systems are in place to ensure all corporation's facilities and resources are well utilized, safeguarded and maintained,
8. Work collaboratively and strategically in facilitating private sector participation in programs as well as facilitating private research funding,
9. Develop and implement relevant plans for the Corporation and ensure all the Corporation's assets and resources are managed prudently and legally,
10. Formulate a workforce succession plan to ensure availability of qualified personnel for the smooth maintenance and future sustainability of the Corporation's operations,
11. Ensure the mandated and timely preparation and submission of:

- ✓ Annual reports to Cabinet and Parliaments;
 - ✓ Monthly Financial reports to the Board, and
 - ✓ Quarterly reports to the Ministry of Finance, Ministry for Public Enterprises and other relevant key stakeholders
12. To sell, exchange, lease or dispose of real or personal property, either by public auction or tender or private contract, for such consideration as the Corporation may think fit, and in particular for shares, debentures or securities of any company,
 13. Initiate and develop, apply, promote and obtain any statute, order, regulation or other authorization or enactment which may seem calculated directly or indirectly to benefit the Corporation,
 14. Promote the national and international marketing of STEC products, and
 15. Provide advice to the Minister and Board of Directors on matters, functions, land development strategies, land management plans and business activities that contribute to the profitability of the Corporation.

SELECTION CRITERIA

| POSITION SPECIFIC COMPETENCIES | |
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| SKILLS & ABILITIES | DESCRIPTORS |
| Strategic Leadership | <ul style="list-style-type: none"> ▪ Articulates a clear vision of the Corporation inspires a sense of shared purpose and direction and drives the corporation’s vision and long-term direction. ▪ Ability to recognize opportunities that the Corporation 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 corporation’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 communication skills and encourages internal feedback and external assessment for improving the Corporation’s performance and take personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Corporation 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 Corporation’s goals. |
| Building Relationships | <ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness |

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| | <p>these to achieve the corporation 's goal</p> <ul style="list-style-type: none"> ▪ 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 | DESCRIPTOR |
| 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 corporation and ensures corrective action is taken. |
| Intellect & Judgement | <ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Corporation 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 Corporation is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the General Manager'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 & Innovation | <ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. |

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| | <ul style="list-style-type: none"> ▪ 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 Corporation. |
| EXPERIENCE & PAST WORK PERFORMANCE | DESCRIPTOR |
| | <ul style="list-style-type: none"> ▪ Proven experience in management or leadership with a minimum of eight (8) years of services in at least a senior executive position. |
| ACADEMIC QUALIFICATION | DESCRIPTOR |
| | <ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Economic Development, Agriculture, Rural Development or fields relevant to the position. Postgraduate degree would be an advantage. |