

CHIEF EXECUTIVE OFFICER
SAMOA HOUSING CORPORATION
Job Description

POSITION OBJECTIVES:

The Chief Executive Officer (“CEO”) of Samoa Housing Corporation will work collaboratively with the SHC Board of Directors in leading the Corporation in developing and delivering on its mission and its long term vision. The CEO shall act honestly, diligently, and competently at all times in fulfillment of his/her duties and responsibilities.

RESPONSIBLE TO:

1. The Samoa Housing Corporation Board of Directors for the effective and efficient management of the Corporation, and for the execution of the Corporation’s functions.
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:

1. Promote compliance with all statutory obligations imposed upon the entity, the Board, or upon employees.
2. Review if necessary the Vision for the Corporation and sustain its core technical and operational expertise.
3. Take a proactive role in the formulation of future strategic objectives and submit them to the Board for input, discussion and decision as to ratification.
4. Ensure that all financial and non-financial reporting requirements are met on a timely and regular basis.
5. 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 of Public Enterprise and other relevant key stakeholders
6. Take a proactive role in ensuring the Corporation is profitable and sustainable institution and provider of affordable homes.
7. Provides focused and effective leadership that ensures commitment to the Organization’s vision and mission and ensures stakeholder satisfaction.
8. Develop a wide range of relationships and networks with local, national and international organizations with similar objectives.
9. Represent the Government of Samoa in and or deal with international and regional organizations, institutions and forums.
10. Maintain effective working relationships with the Chairperson and other members of the Board.
11. Deliver on the targets and/or objectives set for the Corporation and in the CEO’s Performance Agreement.
12. Perform all duties set out in the legislation governing and administered by the Corporation and all other relevant and applicable legislation including the Public Finance Management Act 2001, Public

Bodies Act 2004 and Cabinet directives.

13. Ensure to carry out and comply with all reasonable and lawful directions given by the Board.

14. Successful implementation of the Corporation's Corporate Plan 2021 – 2024.

15. Carry out any other legal duties as directed by the Minister and /or Board.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership	<ul style="list-style-type: none"> ▪ Articulates a clear vision for the Corporation, inspiring 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. ▪ Has good command 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. ▪ Demonstrated high level leadership skills at a program level including organization wide planning and prioritizing skills together with demonstrable high level people management skill
Building Relationship	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Corporation's goal ▪ 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.

	<ul style="list-style-type: none"> ▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement. ▪ Highly developed interpersonal skills to advance collaborative inter-agency and intra-agency working relationships and to positively advance the profile and reputation of the Corporation with Government, with Judiciary, the legal profession and with other Public Trading Bodies and stakeholders
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	DESCRIPTORS
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 ▪ Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.
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 organization and ensures corrective action is taken.
Judgment / Intelligence / Commonsense	<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 CEO'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 and Innovation	<ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ Brings out the best in others, leads them to discover new ideas, solutions

	<p>and new ways of doing the job and unafraid to use unorthodox methods.</p> <ul style="list-style-type: none"> ▪ 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 at a minimum of eight (8) years of service.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree either in Finance, Accounting, Economics or Business Management or in other related discipline relevant to this position.