



**Chief Executive Officer
Samoa National Provident Fund**

POSITION COMPETENCIES

A. SKILLS AND ABILITIES

1. Strategic Leadership

- Articulates a clear vision of the Fund inspires a sense of shared purpose that drives its long-term strategic direction.
- Ability to recognize opportunities that the Fund can utilize to secure resources from local and international sources for implementation of its programs
- Ability to recognize and use the strength and potentials of its personnel in meeting the Fund'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.
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- Encourages internal feedback and external assessment for improving the Fund's performance and takes responsibility for outcomes
- Build effective teams and relevant systems within the Fund 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 Fund's goals.



2. Building Relationships

- Nurtures internal and external relationship
- Values individual's differences, strengths and potential and harness these to achieve the Fund's goal
- Drives a culture of collaboration, participation, consultation and stakeholder engagement and teamwork.
- Communicates the big picture clearly to a wide range of internal and external audience with precision and confidence
- Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.

3. Delivers and Achieves Results/Outcomes

- Drives a culture of achievement and commitment to achieving outcomes beyond expectations.
- Drives an efficient and effective system of planning, progress reporting, monitoring and evaluating of results.
- Stimulate and sustain a culture of accountability and transparency.
- Uses workforce planning to develop and maintain the capability to deliver services effectively

B. PERSONAL ATTRIBUTES



1. Integrity/Ethics

- Possess appropriate values and belief in what is best for the common good, including respect of the Samoan culture and traditions.
- Personifies values of honesty, integrity, impartiality, trust, transparency accountability.
- Demonstrate self-awareness and commitment to personal development.
- Serves the Government of the day irrespective of personal preferences

2. Commitment & Personal Drive

- Takes responsibility and initiates timely action to resolve issues
- Makes tough corporate decisions to achieve desired outcomes
- Accepts accountability for mistakes made in the organization and ensures corrective action is taken



3. *Intellect and Judgment*

- Analytical, proactive, innovative and able to conceptualize strategic issues faced by the National Provident Fund and apply appropriate and cost-effective solutions.
- 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 National Provident Fund 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

4. *Creativity and Innovation*

- Generates and employs original ideas, tackling both simple and complex problems consistently
- Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job, including use of innovative methods
- Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change
- Ensures 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 National Provident Fund.



C. EXPERIENCE & PAST PERFORMANCE

- Proven experience in management or leadership with a minimum of eight (8) years of services in public or private service including the following areas, managerial experience in finance & financial analysis, investment portfolio management, banking, accounting or economics as well as in project management, public sector management & policy reforms, and relationship building

D. ACADEMIC QUALIFICATION

- Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management and Public or Business Administration