



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

GENERAL MANAGER SAMOA SHIPPING CORPORATION

(February 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	General Manager		
Public Body	Samoa Shipping Corporation		
Contact	Ministry for Public Enterprises Tel: +685 34500 Email: cam.wendt@mpe.gov.ws The Application Pack can be downloaded from the website link: www.mpe.gov.ws		
Making an Application	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> 1. A Cover Letter: <ol style="list-style-type: none"> (i) Expressing interest in the G.M SSC position; and (ii) Availability to start employment, if appointed. 2. Most recent curriculum vitae that includes: <ol style="list-style-type: none"> (i) Details of all your current and previous work history, including the following information: <ol style="list-style-type: none"> (a) Position Title, Employer and the dates you held the position; and (b) List of Achievements; and (c) Brief Summary of Key Accountabilities (ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by a lawyer as true copies of the originals</i>); and (iii) Your contact details for correspondence purposes in relation to your application for this position. 3. Completed Referee Details with recent written references from three (3) professional referees (<i>Recent means no later than 12 months</i>). 		
Authorization Form	By signing the Authorization Form you are: <ul style="list-style-type: none"> • Consenting to the Ministry for Public Enterprises and SSC Board of Directors or a designated representative (Selection Panel) to approach in confidence, not only the named referees but other people who have personal knowledge of you, to gather information on your work performance, skills, knowledge, experience and attitude for assessing your suitability for the position; ▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken. 		
Submission of Application	All applications for the advertised General Manager SSC position MUST be submitted to MPE and addressed to: <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> The Chairperson Board of Director Samoa Shipping Corporation Apia, Samoa </td> <td style="width: 50%; vertical-align: top;"> MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia </td> </tr> </table>	The Chairperson Board of Director Samoa Shipping Corporation Apia, Samoa	MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia
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Closing Date	Friday, 10th March 2023, by 4.00pm		
Late Applications	It is important to note that ALL applications received after the time and date stated in the advertisement <u>WILL NOT</u> be accepted and considered during the short listing process. <i>A hard copy of an electronically submitted application received after the due date may be accepted given the electronic copy was received on time.</i>		

JOB DESCRIPTION
General Manager
Samoa Shipping Corporation

POSITION OBJECTIVES:

The General Manager (“GM”) is the administrative head of the Samoa Shipping Corporation Ltd (SSC). The GM serves as the leader of an effective and cohesive Management Team for the Corporation; sets the tone for the Corporation by exemplifying consistent values of high ethical standards and fairness, leads the Corporation in defining its vision and mission, bears the chief responsibility in ensuring the Corporation meets its short-term operational and long term strategic goals and instill a culture of operational excellence.

RESPONSIBLE TO:

1. Hon. Minister of Works, Transport and Infrastructure;
2. The Samoa Shipping Corporation Board of Directors for:
 - a) The professional administration of the Samoa Shipping Corporation in executing of its statutory functions.
 - b) Efficient and effective administration and implementation of all legislations, Government policies and directives relating to and affecting the Corporation.
 - c) Achievement of the SSC's expected outcomes and key performance indicators as stipulated in its Corporate Plan.
3. The Ministry for Public Enterprises as well as the Ministry for Finance for compliance with the Public Bodies Act 2001, the Public Finance Management Act 2001, other relevant legislation and Government policies.

DUTIES:

Strategic Management

1. Provide overall leadership and vision in developing with the Board the strategic direction for SSC and ensuring that this strategy is realized by putting in place the necessary plans, budgets, systems, policies and procedures.
2. Manage the overall business of SSC to ensure strategic and business plans are effectively implemented within the authority limitations delegated by the Board, the results are monitored and reported to the Board, and financial and operational objective are attained.
3. To act with a view to the best interest of SSC, growing value and maximizing returns to Government as shareholders.
4. Ensure the identification and communication to the Board of all material risks along with mitigation plans and procedures.
5. Manage successful all maritime related services currently offered by SSC in collaboration with its core activity as a Ship Owner and Operator.
6. Develop and recommend strategic plans to the Board that ensures the Company’s profitable growth and overall success. This includes updating and making changes as required, and involving the Board in the early stages of developing strategy.
7. Oversee and monitor implementation of the business and operational plans.
8. Review and report regularly to the Board on the overall progress and results against operating and financial objectives and initiate courses of action for improvement. This should include identification of future opportunities and threats.
9. Provide strategic advice and recommendations to the Responsible Minister and the Board on all matters pertaining to the Corporation growth and development.
10. Authorize commitment of corporate resources and enter into agreements, contracts, leases, etc. in the ordinary course of business, in order to pursue the approved strategies, business plans and objectives of SSC, provided however, that major commitments, exposures, and risks will be reported to the Board on a regular and timely basis, and obtain approval where necessary.
11. Ensure internal audits, annual external audits, and other comprehensive and compliance audits are carried out and complete on time in line with the requirements for the completion and submission of Annual Reports to Cabinet and Parliament.
12. Build an effective management team, developing their professional knowledge and skill, while holding them accountable for key areas of delivery. Through the management team ensure that functional

activities are carried out cost effectively.

13. Continue to maintain a sound and effective organizational structure and ensure capable management succession, progressive employee training, employee motivation and development programs are in place.
14. Provide the Board, at Board and Committee meetings, exposure to the Company's key management.
15. Ensure effective communications and appropriate relationships are maintained with Government as shareholder and other stakeholders such as customers, maritime and shipping industry, employees and seafarers, the financial community, maritime regulators, government ministries, non-government organizations, suppliers, and media.
16. Manage and oversee the required interfaces between SSC and the public and act as the principal spokesperson for SSC.
17. Manage all vessel operations, crews, shore operations and other maritime related services to ensure they are all in line with Corporation policies, maritime rules and regulations and industry standards.
18. Manage the planning and effective implementation of the preventative maintenance program (PMP) in compliance with vessels survey and inspection requirements to ensure certification of Corporation vessels are current and maintained in accordance with the relevant Class, Flag State and US Coast Guard requirements.
19. Endorse vessel repair specification for dry-docking, evaluate and renegotiate quotations from slipways and consult with attending surveyors about traditional safety requirements and approve extra work required.
20. Monitor proper management of spare parts, deck/engine stores, mooring equipment, safety equipment, lifesaving, firefighting equipment and portable instruments.
21. Attend vetting and third part inspections, carry out internal audits and investigation in relation to maritime accidents, incidents and serious near misses, participate and lead the Emergency Response Team when activate.
22. Manage the safe manning level onboard Corporation vessel and ensure seafarers complies with the minimum safety requirements, monitor seafarers safe working conditions and evaluating the performance of seagoing personnel identifying further training needs for career improvement and promotion.
23. Monitoring all aspects/performance of assigned vessels' operation including safety and environment protection, etc. to ensure that these are carried out in compliance with the Corporation requirements for an effective, efficient, competitive and customer focused operation satisfying international and Flag State legislation.
24. Ensure the preparation and submission of Quarterly and Annual reports, Corporate Plans and Statement of Objectives are on a timely manner to the Ministry of Public Enterprises, Ministry of Finance and Cabinet in compliance with the requirements of the Public Bodies (Performance and Accountability) Act 2001, Public Finance Management Act 2001, Samoa Companies Act 2001.

Financial Management

1. Develop annual budgets and operating forecasts of revenue, expenditures, operational results and financial performance to ensure financial growth and profitability of SSC.
2. Develop sound financial plans for the long term existence of the Corporation.
3. Keep the Board fully informed on all aspects of SSC's operational and financial affairs, and all matters of significant relevance to the Company including those items emanating from government and regulators on issues such fiscal, monetary, maritime, shipping and environment policies, legislation affecting operations and regulating oversight, etc.
4. Perform any other duties required by the Board from time to time.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership	<ul style="list-style-type: none"> ▪ Articulates a clear vision and inspires a sense of shared purpose that drives the Corporation long-term direction. ▪ Ability to recognize opportunities that the Corporation can utilize to secure resources from local and international sources for implementation of its programs ▪ Ability to recognize and use 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 ▪ Demonstrate understanding of management principles, particularly in a maritime/shipping environment ▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments ▪ Encourages internal feedback and external assessment for improving the Corporation’s performance and take 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 Relationship	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationships by building and sustaining relationships with the Minister, across the sector, across agencies and with a diverse range of external stakeholders. ▪ Communicates the big picture clearly to a wide range of internal and external audiences with precision and confidence. ▪ Values individual differences, strengths and potential and harness these to achieve the Corporation’s goals. ▪ Drives a culture of collaboration, participation, stakeholder engagement & consultation and teamwork. ▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement. ▪ Encourage and maintains a performance culture ensuring regular feedback and recognition of achievement.
Delivers / achieves results / outcomes	<ul style="list-style-type: none"> ▪ Creates a positive working relationship with the Minister and Chair SSC Board, where there are regular meetings and consultation and the candid exchange of information and consultations on all important policy developments and activities. ▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations. ▪ Promotes a culture of accountability and transparency where the GM leads by example in their work habits, treatment of staff and leadership traits. ▪ Optimizes professional expertise to improve overall performance and delivery of the Corporations outcomes. ▪ Leads the change agenda and demonstrates an understanding of the complex range of factors which effect change ▪ Uses workforce planning to develop and maintain the Corporations

	ability to deliver services effectively.
Management	<ul style="list-style-type: none"> ▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives. ▪ Drive strategies to achieve operational efficiencies and value for money. ▪ Provide oversight for financial resources and assets and account for their use. ▪ Invest time in managing and developing people. ▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities. ▪ Uses workforce planning to develop and maintain capability to deliver services effectively.
Leadership	<ul style="list-style-type: none"> ▪ Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance. ▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment. ▪ Able to lead a meaningful process of change in a purposeful manner. ▪ Ability to manage politics, 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.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ Possess appropriate values and belief in what is best for the common good. ▪ Able to provide impartial and forthright advice. ▪ Is widely trusted and is seen as a direct and courageous individual. ▪ Personifies the values of honesty, integrity, impartiality, transparency and accountability. ▪ 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. ▪ Considers a range of ways in which to achieve the goals required of the Corporation in the most economical and efficient manner. ▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> ▪ Analytically sharp, proactive, innovative and able to conceptualize strategic issues faced by the organization and apply appropriate and cost-effective solutions. ▪ Is intellectually astute and demonstrates a sophisticated understanding of the environment affecting the whole-of-government agenda and its impacts on the organization. ▪ Shows high levels of analytical, conceptual and innovative thinking. ▪ Ability to draw on the skills and experience of others as well as their own, to make informed decisions. ▪ Proficiently handles concepts and complexity; blends analysis and insight to effectively inform and enhance organizational performance. ▪ Able to make sound decisions based on common sense, experience and good judgement without prejudice.

	<ul style="list-style-type: none"> Anticipates implications and applies effective judgement to develop solutions.
Innovation and creativity	<ul style="list-style-type: none"> Consistently generates and employs original ideas, tackling both simple and complex problems. Pursues new methods and solutions; thinks outside the box; connects disparate ideas; is unafraid to use unorthodox methods Bring out the best in others, leading them to discover new ideas, solutions and new way of doing things. Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality while still adding value to the organization.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> Proven experience in leadership and management at a minimum of eight (8) years of professional/managerial experience. Leadership and organizational management in the Shipping and/or maritime transport sector would be an advantage.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> A Degree/Post Graduate qualification in Management, Public Administration and/or Civil Engineering.

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> The position is for a period of three (3) years. The salary for the position is \$126,607.60 (L19) per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Samoa Shipping Corporation Shipping House, Matautu-tai
Duration:	Three (3) years
Salary:	\$126,607.60 (L19)
Hours of Attendance:	The standard hours of attendance are Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays.
Performance Reviews:	The Appointee’s performance shall be reviewed in accordance with the Performance Management Guidelines.
Annual Leave:	25 days’ annual leave per annum
Sick Leave:	25 days’ sick leave per annum
Vehicle:	The Appointee is entitled to use one (1) vehicle provided by Employer for official and private use in accordance with prevailing Government policy relating to the provision and use of Government-issued vehicles.
Telephone Expenses:	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
Other Leave:	The Appointee is also entitled to other leave in accordance with the Human Resource Policy of the Employer
End of Contract Benefits:	The Appointee is entitled, at the expiry of the Contract Term; to payment of the equivalent of fifteen (15) working days of net pay bonus pay out for every year of the Contract served.
National Provident Fund:	The Samoa Shipping Corporation shall pay a percentage of the Appointee’s contribution of another rate prescribed by the National Provident Fund from time to time.
Accident Compensation Corporation:	The Samoa Shipping Corporation shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Corporation, development partner or relevant body meets all travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official duty travel,
Regional/International Recruited Staff:	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Samoa Shipping Corporation.