



# **MINISTRY FOR PUBLIC ENTERPRISES**

## **Application Information Package**

**CHIEF EXECUTIVE OFFICER  
SAMOA INTERNATIONAL FINANCE AUTHORITY**

(February 2023)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	<b>Chief Executive Officer</b>		
<b>Public Body</b>	<b>Samoa International Finance Authority</b>		
<b>Contact</b>	<p>Ministry for Public Enterprises          Tel: +685 34500          Email: <a href="mailto:cam.wendt@mpe.gov.ws">cam.wendt@mpe.gov.ws</a>          The Application Pack can be downloaded from the website link: <a href="http://www.mpe.gov.ws">www.mpe.gov.ws</a></p>		
<b>Making an Application</b>	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> <li>1. A Cover Letter:             <ol style="list-style-type: none"> <li>(i) Expressing interest in the CEO SIFA position; and</li> <li>(ii) Availability to start employment, if appointed.</li> </ol> </li> <li>2. Statement against the selection criteria (position specific competencies);</li> <li>3. Most recent curriculum vitae that includes:             <ol style="list-style-type: none"> <li>(i) Details of all your current and previous work history, including the following information:                 <ol style="list-style-type: none"> <li>(a) Position Title, Employer and the dates you held the position; and</li> <li>(b) List of Achievements; and</li> <li>(c) Brief Summary of Key Accountabilities</li> </ol> </li> <li>(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</li> <li>(iii) Your contact details for correspondence purposes in relation to your application for this position.</li> </ol> </li> <li>4. Completed Referee Details with recent written references from three (3) professional referees (<b><i>Recent means no later than 12 months</i></b>).</li> </ol>		
<b>Authorization Form</b>	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> <li>• Consenting to the Ministry for Public Enterprises and SIFA 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;</li> <li>▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken.</li> </ul>		
<b>Submission of Application</b>	<p>All applications for the advertised Chief Executive Officer SIFA position <b>MUST</b> be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>The Chairman                  Board of Director                  Samoa International Finance Authority                  Apia, Samoa</b></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>MPE Address:                  Level 1, NPF Plaza                  Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a>                  Beach Road, Apia</b></p> </td> </tr> </table>	<p><b>The Chairman                  Board of Director                  Samoa International Finance Authority                  Apia, Samoa</b></p>	<p><b>MPE Address:                  Level 1, NPF Plaza                  Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a>                  Beach Road, Apia</b></p>
<p><b>The Chairman                  Board of Director                  Samoa International Finance Authority                  Apia, Samoa</b></p>	<p><b>MPE Address:                  Level 1, NPF Plaza                  Tel 34500 – Email <a href="mailto:info@mpe.gov.ws">info@mpe.gov.ws</a>                  Beach Road, Apia</b></p>		
<b>Closing Date</b>			
<b>Late Applications</b>	<p>It is important to note that ALL applications received after the time and date stated in the advertisement <b><u>WILL NOT</u></b> 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></p>		

**JOB DESCRIPTION**  
Chief Executive Officer  
Samoa International Finance Authority.

**POSITION OBJECTIVES:**

The Chief Executive Officer is the administrative head of the Samoa International Finance Authority (“SIFA”). The main objective of this position is to lead the execution of the Authority’s functions, roles and responsibilities as set out under the Samoa International Finance Authority 2005 Act and implementation of its corporate plan in an efficient and cost effective manner and to promote the financial facilities and explore ways to enhance the attraction of Samoa as an international finance centre.

**RESPONSIBLE TO:**

1. The Minister of Finance (also the Samoa International Finance Authority (SIFA) and is primarily responsible for the proper and sound management of SIFA. The CEO is directly responsible to the Board of Directors:
  - Proper and sound management of SIFA in accordance with Samoa International Finance Authority Act 2005.
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:**

**Corporate Governance**

1. To monitor and supervise the conduct of international finance services provided by SIFA and ensure that fees and charges are properly collected, recorded and accounted for.
2. To convene meeting of the Board of Directors to be held at least once every two months and provide Board’s information and consideration issues and all matters pertaining to or relevant for the smooth administration of SIFA.
3. To ensure coordination and cooperation between the public sector agencies, private corporation and non-government organizations concerned in any way with international finance services.

**Strategic Management**

4. Oversee and ensure efficient registry process of the Authority for effective implementation and reporting
5. Ensure successful development of the Online Registration System (SRS) to become fully electronic
6. To provide advice to the Board on ways to protect and maintain the good repute of SIFA and Samoa as an international Finance Centre.
7. To advise and coordinate promotional activities for Samoa as a centre for international finance service.
8. To recommend for the Board’s consideration means to assist in creation and improvement of any facilities like to enhance Samoa’s attraction as an offshore jurisdiction.
9. To advise and recommend to the board (following consultants with the private sector) the need to introduce, amend or replace legislation which pertains to cross border financial services and other forms of business structures.
10. To liaise with appropriate multinational bodies (e.g. International Monetary Fund (IMF), Asia Pacific Group (APG) on money laundering etc) regarding the need to consult any research or commissioned studies on Samoa’s international business sectors and related services.
11. To seek appropriate training for SIFA staff on registration, licensing and ongoing supervision of business entitles available under Samoa’s international finance services legislation.
12. To recommend to the Board the development of national objectives, policies and priorities for the orderly administration of international financial services.
13. To achieve and recommend to the Board/Minister of Finance, generally on any matter relating to Samoa’s offshore sector.
14. Oversee and monitor implementation of the Authority’s Strategic/Corporate Plan, Annual Management Plans, Capability Plans, and Service Charter to ensure efficient and effective service delivery.
15. Ensure the timely preparation and submission of:
  - Annual reports (including audited financial statements) to Cabinet and Parliament

- Monthly Financial Performance & Operations Reports to the Board
- Corporate Plan and Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders

### **Legislation Administration**

16. Administer the Samoa International Finance Act 2005 in accordance with its provisions to ensure compliance, effective application and implementation for financial sustainability, continuity of operations and safeguard of assets
17. Lead and oversee the reviewing of existing governing legislation when required and ensure to conduct consultation of legislative amendments, new laws, or material operation changes

### **Service Administration**

18. Perform any other function and duties as delegated by the SIFA Board of Directors and/or the Minister from time to time.
19. Represent the Government of Samoa in dealings with, and as a member of, relevant international and regional institution and forums.

## **SELECTION CRITERIA**

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>▪ Able to articulate a clear vision for authority and inspires a sense of shared purpose and direction.</li> <li>▪ Identify strategic issues, opportunities and risks and able to communicate effectively broad and compelling Authority direction</li> <li>▪ Initiate and analyze policies and provide strategic advice at the Ministerial and Board level.</li> <li>▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the Authority.</li> <li>▪ Proven professional competencies and a sound knowledge of Samoa as a centre for international finance service.</li> </ul>
<b>Building Relationship</b>	<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>▪ Demonstrated ability to network, negotiate and communicate with all stakeholders, both internationally and locally.</li> </ul>
<b>Delivers / achieves results / outcomes</b>	<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, progress reporting, monitoring and evaluating of results</li> <li>▪ Stimulate and sustain a culture of accountability and transparency.</li> </ul>
<b>Management</b>	<ul style="list-style-type: none"> <li>▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.</li> <li>▪ Drive strategies to achieve operational efficiencies and value for money.</li> <li>▪ Provide oversight for financial resources and assets and account for their use.</li> <li>▪ Invest time in managing and developing people.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.</li> <li>▪ Uses workforce planning to develop and maintain capability to deliver services effectively.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>▪ Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.</li> <li>▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment.</li> <li>▪ Able to lead a meaningful process of change in a purposeful manner.</li> <li>▪ Ability to manage politics, take risks, be innovative and deal with complexity.</li> <li>▪ Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions.</li> <li>▪ Drives and sustains a performance culture both internally (agency level) and externally.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTORS</b>
<b>Integrity / Ethics</b>	<ul style="list-style-type: none"> <li>▪ Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture &amp; traditions.</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> </ul>
<b>Commitment &amp; Personal Drive</b>	<ul style="list-style-type: none"> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Makes 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>
<b>Judgment / Intelligence / Commonsense</b>	<ul style="list-style-type: none"> <li>▪ Analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions</li> <li>▪ Has the functional and technical knowledge to carry out the Chief Executive Officer'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>
<b>Creativity and Innovation</b>	<ul style="list-style-type: none"> <li>▪ Generates and employs original ideas, tackling both simple and complex problems consistently.</li> <li>▪ 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.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change</li> <li>▪ 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 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 with a minimum of eight (8) years of services in public or private service in the following areas: <ul style="list-style-type: none"> <li>• Professional &amp; managerial experience in International finance systems.</li> <li>• Strong financial ability and investment management experience.</li> </ul> </li> <li>▪ An in-depth knowledge and understanding of the Samoa International</li> </ul>

	Finance Authority principal and amended legislations.
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"><li>▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Law and/or Commerce or other related Fields relevant to the position.</li></ul>

## OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> <li>▪ The position is for a period of three (3) years.</li> <li>▪ The salary for the position is <b>\$119,206</b> per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.</li> </ul>

## BENEFITS

<b>Duty Station:</b>	Apia, Samoa
<b>Duration:</b>	Three (3) years
<b>Salary:</b>	<b>\$119,206</b>
<b>Hours of Attendance:</b>	The standard hours of attendance are Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays.
<b>Performance Reviews:</b>	The Appointee's performance shall be reviewed in accordance with the Performance Management Guidelines.
<b>Annual Leave:</b>	25 days' annual leave per annum
<b>Sick Leave:</b>	25 days' sick leave per annum
<b>Vehicle:</b>	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.
<b>Telephone Expenses:</b>	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
<b>Other Leave:</b>	The Appointee is also entitled to other leave in accordance with the Human Resource Policy of the Employer
<b>End of Contract Benefits:</b>	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.
<b>National Provident Fund:</b>	The Samoa International Finance Authority shall pay a percentage of the Appointee's contribution of another rate prescribed by the National Provident Fund from time to time.
<b>Accident Compensation Corporation:</b>	The Samoa International Finance Authority shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.
<b>Duty Travel:</b>	The Government, Authority, 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,
<b>Regional/International Recruited Staff:</b>	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Samoa International Finance Authority.