



# MINISTRY FOR PUBLIC ENTERPRISES

## Application Information Package

### CHIEF EXECUTIVE OFFICER SAMOA NATIONAL PROVIDENT FUND

(APRIL 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 National Provident Fund</b>		
<b>Contact</b>	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>		
<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 C.E.O S.N.P.F 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 SNPF 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 SNPF 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 National Provident Fund 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 National Provident Fund 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 National Provident Fund 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>Friday, 5<sup>th</sup> May 2023, @ 4.00pm</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

### POSITION OBJECTIVES:

The CEO is the administrative head of the Samoa National Provident Fund who oversees the management and execution of the Fund's functions, roles and responsibilities in order to effectively and efficiently deliver its mandated services to its contributors and the public.

### RESPONSIBLE TO:

1. The Minister of Finance (also Minister for the Samoa National Provident Fund) and Board of Directors for:
  - a. Leadership and management of the Samoa National Provident Fund in accordance with the National Provident Fund Amendment Act 2010, the Parliamentary Pension Scheme Act 2010, related legislative framework and government policies.
  - b. Achievement of the objectives of the Corporate Plan, annual plans and annual budgets of the Fund.
2. 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:

#### Corporate Governance

1. Administer all Board activities and to advise the Board in the execution of its duties and responsibilities outlined in the NPF Act 2010, the Public Bodies Act 2001 and other relevant legislation including its reporting responsibilities to Cabinet and the Parliament of Samoa.
2. Promote internal systems encompassing policies, processes and people, which serve the needs of NPF members by directing and controlling management activities with good business savvy, objectivity, accountability and integrity and encouraging a healthy Board culture which safeguards policies and processes.

#### Strategic Management

3. Provide strategic policy advice to the Minister of Finance and the Board of Directors on all critical policy concerns taking into consideration a broad range of factors and emerging trends with potential implications on and opportunities for, the Fund's operations.
4. Promote and sustain an inclusive, proactive and enabling corporate culture to nurture a supportive working environment for achievement of the objectives of the Fund.
5. Develop strategies to achieve the strategic targets of the Fund while taking advantage of benefits and opportunities available through innovation, new markets, technologies and processes.
6. Assess real or potential risks and threats to the Fund and develop strategies to minimize or eliminate these risks.
7. Oversee and monitor implementation of the Fund's Strategic/Corporate Plan, Annual Management Plans, Capability Plans, and Service Charter to ensure efficient and effective service delivery.
8. 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;
  - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;

#### Financial Management

9. Oversee the financial management and budget of the Fund for effective implementation and reporting
10. Advise the Board through the Investment Committee, on options for investment activities to maximize returns and enhance income generation.
11. Assess financial market and its influence and identify opportunities for investments to diversify its portfolio while maximizing returns for the Fund.
12. Assess potential risks associated with the current investment options and implement strategies to reduce or eliminate these risks.
13. Administer the investment functions and policies of the Fund.

14. Administer the Parliament Pension scheme, the Senior Citizens Benefit scheme and the Disability Benefit scheme.
15. Review systems of internal controls covering the Fund's finances and investment activities to ensure they are effective to reduce the likelihood of errors and fraud.
16. Report on the financial performance and position of the Fund on a monthly basis and advise the Board on options to ensure that targeted revenue and net profit are achieved in order to fund appropriate dividends for members.

#### **Legislation Administration**

17. Administer the NPF Act 2010 in accordance with its provisions to ensure compliance, effective application and implementation for financial sustainability, continuity of operations and safeguard of assets and ensure that coverage includes all people in employment in Samoa.
18. Exercise the Funds powers under the Act to ensure that all people in employment are registered at NPF and that their employers are paying contributions.

#### **Product & Services Administration**

19. Administer all NPF products and services to its members and the general public.
20. Develop new innovative products and services or enhancement of existing products and services that will boost NPF's contribution to sustainable, inclusive economic and social development.
21. Perform any other duties as directed by the Minister of Finance and the Board of Directors.

### **SELECTION CRITERIA**

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
Strategic Thinking	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the Fund inspires a sense of shared purpose that drives its long-term strategic direction.</li> <li>▪ Ability to recognize opportunities that the Fund can utilize to secure resources from local and international sources for implementation of its programs</li> <li>▪ Ability to recognize and use the strength and potentials of its personnel in meeting the Fund's vision and goals</li> <li>▪ 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.</li> <li>▪ Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions.</li> <li>▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments.</li> <li>▪ Drives and sustains a performance culture and inspire a strong desire to succeed and work towards goal accomplishment</li> <li>▪ Encourages internal feedback and external assessment for improving the Fund's performance and takes responsibility for outcomes</li> <li>▪ Build effective teams and relevant systems within the Fund to ensure effective and efficient operations.</li> <li>▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Fund's goals.</li> </ul>
Building Relationship	<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 Fund's goal</li> <li>▪ Drives a culture of collaboration, participation, consultation and stakeholder engagement and teamwork.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and</li> </ul>

	<p>external audience with precision and confidence</p> <ul style="list-style-type: none"> <li>▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.</li> </ul>
Delivers / achieves results / outcomes	<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> <li>▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.</li> </ul>
Management	<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> <li>▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.</li> </ul>
Leadership	<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>
Integrity / Ethics	<ul style="list-style-type: none"> <li>▪ Possess appropriate values and belief in what is best for the common good, including respect of the Samoan culture and traditions.</li> <li>▪ Personifies values of honesty, integrity, impartiality, trust, 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>
Commitment & Personal Drive	<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>
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> <li>▪ Analytical, proactive, innovative and able to conceptualize strategic issues faced by the National Provident Fund and apply appropriate and cost-effective solutions.</li> <li>▪ 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</li> <li>▪ Has the functional and technical knowledge to carry out the CEO'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>

Creativity and Innovation	<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 National Provident Fund.</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 including the following areas, managerial experience in finance &amp; financial analysis, investment portfolio management, banking, accounting or economics as well as in project management, public sector management &amp; policy reforms, and relationship building</li> </ul>
<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 Accounting, Finance, Economics, Business Management and Public or Business Administration</li> </ul>

### **OTHER INFORMATION**

<b>REMUNERATION &amp; TERM</b>	<b>DESCRIPTOR</b>
	<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 SAT\$123,621 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>	SAT\$123,621 per annum
<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>End of Contract Benefits:</b>	The Appointee is entitled, at the expiry of the Contract Term; to payment of the equivalent of fifteen (20) working days of net pay bonus pay out for every year of the Contract served.
<b>National Provident Fund:</b>	The Samoa National Provident Fund 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 National Provident Fund 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, 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,
<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 National Provident Fund