



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**CHIEF EXECUTIVE OFFICER
SAMOA SCIENTIFIC RESEARCH ORGANIZATION**

(APRIL 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	Chief Executive Officer		
Public Body	Scientific Research Organization of Samoa		
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 CEO, SROS 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	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> • Consenting to the Ministry for Public Enterprises and SROS 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	<p>All applications for the advertised Chief Executive Officer Scientific Research Organisation of Samoa position MUST be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>The Chairperson Board of Director Scientific Research Organization of Samoa, Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p> </td> </tr> </table>	<p>The Chairperson Board of Director Scientific Research Organization of Samoa, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p>
<p>The Chairperson Board of Director Scientific Research Organization of Samoa, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p>		
Closing Date	Friday, 19th May 2023, by 4.00pm		
Late Applications	<p>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></p>		

JOB DESCRIPTION
Chief Executive Officer
Scientific Research Organization of Samoa

PRIMARY OBJECTIVE:

The main objective of this position is to initiate, develop and advance scientific research and technological developments into adding value to food production and energy sources that are renewable and technical and consultancy services in accordance with the mandate of the organization.

RESPONSIBLE TO:

1. The Minister of Samoa Research Organization of Samoa and SROS Board of Directors for the management of technical and economic issues relating to the operation of the organization in accordance with all legislations that governed SROS.
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. Lead and manage the daily operation of the Organization in achieving its' principal function as prescribed in the SROS Act 2008, and objectives in the SROS Corporate Plan 2021-2024, and report to the Board accordingly.
2. Provide strategic advice to the Minister and the Board on all research & development issues.
3. Design, lead and implement all scientific and technical research programs initially in food and plant postharvest technologies and other areas (e.g. renewable energy, medicinal plants, etc.) that add value to local resources and services that are approved by the Board.
4. Coordinate the transfer of research findings into commercial products and ensure all research materials and findings are properly documented and achieved for future projects.
5. Lead the development of functional prototypes of products and processes based on the local and overseas market.
6. Work collaboratively with all sectors on identifying potential research projects and formulating appropriate policies and strategies for the consideration of the Board.
7. Devise and implement strategies to further develop, extend and strengthen the Organization's technical (e.g IANZ- accredited food & food product testing, narcotics testing, pesticide residues testing etc) and consultancy (e.g food technology, plant postharvest technologies, renewable energy, environment, etc) services to diversify income stream of the Organization.
8. Lead and manage the Organization's budget and ensure financial plans are implemented in line with governing legislation and that the control measures and systems are in place to ensure all the Organization's facilities and resources are well utilized, safeguarded and maintained.
9. Work collaboratively and strategically in facilitating private sector participation in Research & Development programs as well as facilitating private research funding.
10. Develop and implement relevant plan for the Organization and ensure all the Organization's assets and resources are managed prudently and legally.
11. Formulate a workforce succession plan to ensure availability of qualified personnel for the smooth maintenance and future sustainability of the Organization's operations.
12. 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 for Public Enterprises and other relevant key stakeholders

13. Formulate and implement policies to facilitate the involvement of science research students and scientists in SROS programs.
14. Initiate and ensure the constant provision of required research equipment and other physical assets for the smooth operation of all Research & Development programs.
15. Initiate and develop Research & Development public seminars and publication for public awareness and information.
16. Achieve and promote marketing, both national and international in support of Research & Development programs and products.
17. Ensure that all appropriate right of Research & Development programs' findings and products are patented and protected.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Thinking	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Organization inspires a sense of shared purpose and direction and drives the Organization's vision and long-term direction. ▪ Ability to recognize opportunities that the Organization 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 Organization'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. ▪ Demonstrates understanding of management principles particularly in an education environment. ▪ Has good command skills and encourages internal feedback and external assessment for improving the Organization's performance and take personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Organization to ensure effective and efficient operations. ▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instils public trust and accomplishes the Organization's goals.
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 Organization'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.
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.
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.
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	DESCRIPTOR
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.
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.
Intellect & Judgment	<ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Organization 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 Organization is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the Chief Executive Officer's duties to a high level of accomplishment. ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice. <p>Anticipates implications and applies effective judgment to develop</p>

	solutions.
Creativity & 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 and new ways of doing the job and unafraid to use unorthodox methods. ▪ 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 Organization.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in management or leadership with a minimum of eight (8) years in public or private service. ▪ Proven work history in conducting scientific & technical research and attracting research funding for scientific research projects.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree or higher from a recognized tertiary institution in Science in at least two of the following disciplines: <ul style="list-style-type: none"> ✓ Food Science and Technology, ✓ Renewable Energy, Biotechnology, ✓ Quality Management Systems, ✓ Agricultural Sciences, ✓ Agriculture Sciences, ✓ Product Development; or, ✓ other related science disciplines relevant to this position.

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 \$121,414 per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Scientific Research Organization of Samoa Nafanua, Apia, Samoa
Duration:	Three (3) years
Salary:	\$121,414
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 Scientific Research Organization of Samoa 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 Scientific Research Organization of Samoa shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Organization, 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 Scientific Research Organization of Samoa.