



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**General Manager
SAMOA PORTS AUTHORITY**

(AUGUST 2025)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	General Manager
Public Body	Samoa Ports Authority
Contact	Ministry for Public Enterprises Tel: +685 34500 Email: kamilo.kelemete@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 General Manager SPA position; and (ii) Availability to start employment, if appointed. 2. Statement against the selection criteria (position specific competencies); 3. 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. 4. 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 SPA 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 General Manager SPA position MUST be submitted to MPE and addressed to:</p> <div style="display: flex; justify-content: space-between;"> <div> <p>The Chairperson Board of Director Samoa Ports Authority Apia, Samoa</p> </div> <div> <p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email info@mpe.gov.ws Beach Road, Apia</p> </div> </div>
Closing Date	Friday, 5th September 2025 @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.</p> <p><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

SPA VISION

To be one of the Pacific's leading port in providing safe, efficient and effective port services

SPA MISSION

To continue developing ports infrastructure, in collaboration with the Government's economic and social requirements, providing quality services and compliance with national and international port standards, systems, environment and skills as reflected in the SPA Act 1998

BACKGROUND

Samoa Ports Authority ("SPA") was established under the Ports Authority Act 1998 and commenced operations in July 1999. SPA operates as a self-funding, commercially viable organization and is required to ensure that the ports and maritime needs of Samoa are met in an effective, efficient and timely manner.

Its main functions include the provision, management and maintenance of adequate and efficient port services, facilities and security in ports and approaches; the provision of any goods or the performance of any services to assist the Ministry of Works and Transport Infrastructure ("MWTI") in the exercise of its statutory function. It may at its discretion enter into an agreement with the MWTI in respect of payment, the regulation of navigation and maintenance of navigation aids within ports and approaches; the promotion of its use, improvement and development of ports; and the co-ordination of all activities of or within ports and approaches.

SPA is undergoing significant reforms as the result of Performance Audits (2012) and Port Scoping Study (2013) in order to well position itself to achieve its vision of being the most efficient and cost effective hub and spoke port in the South Pacific region.

SCOPE

	Management	Staff
STAFF	6	155

SPA is estimated based on average in the last few years to operate on annual budget of SAT\$6 million

POSITION DETAILS

Position Title: General Manager	Position Code: N/A
Position Grade: N/A	Salary Grade: \$124,857.00 - \$131,722.00 p.a
Location: Matautu-tai	

Reports To:

1. **Minister for the Samoa Ports Authority** on Policy advice to Government on national strategic developments and direction of Samoa Ports;
2. The **Board of Directors** on all matters pertaining to the Samoa Ports Authority strategic direction including but not limited to its corporate governance, leadership, operations, management and reporting and compliance with the legal mandates of the Samoa Ports Authority; and,
3. 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.

PRIMARY OBJECTIVES:

The General Manager ("GM") leads the Samoa Ports Authority (Authority) under the direction of the Board of Directors. The GM is responsible and reports directly to the Chairman and Board of Directors, particularly in the provision of the following:

1. Strategic direction and leadership of the Authority and ensure the Authority practices good ethical governance in compliance with the Samoa Ports Authority mandate as outlined in its principal legislation, the Ports Authority Act 1998, Public Bodies (Performance and Accountability) Act 2001, Public Finance Management Act 2001, Companies Act 2001 and the effective implementation of the SPA's Corporate Plan vision and mission;
2. Ensure the Authority achieves the performance targets, profit margins, shareholder's vision and mandate set out in the various legislation governing and administered by the Authority and all other

relevant and applicable legislation including the Public Finance Management Act 2001, Public Bodies (Performance and Accountability) Act 2001 and Cabinet directives as well as the Corporate Plan; and,

3. Must strive to continually enhance the profitability of Authority and its public image and positive contribution to Samoa's economy.

DUTIES AND MAIN RESPONSIBILITIES:

Strategic Direction and Leadership for Authority

1. Must strive to continually enhance the profitability of Samoa Ports Authority and its public image and positive contribution to the economy of Samoa.
2. Provision of strategic policy and port management advice that supports Government's long term growth goals.
3. Facilitate Board meetings, provide high quality (completed and accurate) Board papers, reports, proposals and professional advice and recommendations, and assessments on all issues affecting revenue generation, business operations and development of the Authority, and timely discussions of all matters pertaining to the efficient operations of the Authority to achieve its mandate.
4. Prompt execution of all resolutions and decisions of the Board of Directors.
5. Delivery on the targets and/or objectives set for the Authority and in the General Manager's Performance Agreement.

Effective Partnership and engagement with all Stakeholders within Government, Development Partners, Private Sector and Communities

6. Responsible for the day-to-day management of the operation of the Authority in accordance with current legislation and the general policies and specific directions of the Board.
7. Builds and sustains relationships with the Minister, Board of Directors, and private sector and across the public sector, communities, within the organization, port users and with a diverse range of external stakeholders.
8. Recognizes the importance of consultation, stakeholder engagement and fostering teamwork.
9. Provision of good Commercial and Business acumen especially in the areas of port and shipping economics and management to explore opportunities for revenue generation, business growth and enhancing/promoting efficient and safe port operations.
10. Represent the GOS in dealings with and as a member of identified international and regional organizations, institutions and forums and ensure compliance with their requirements including maritime security.
11. Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement.

Performance Management, Monitoring and Reporting of Authority Indicators and Targets

12. Ensure the mandated and timely preparation and submission of:
 - ✓ Annual reports to Cabinet and Parliaments;
 - ✓ Monthly Financial reports to the Board,
 - ✓ Quarterly reports to the Ministry of Finance, Ministry for Public Enterprises and other relevant key stakeholders,
 - ✓ Samoa Port Authority's Corporate Plan for the approval of the Board of Directors and Cabinet.
13. Ensuring that the Authority has the strategies, capabilities and supporting culture to enable the delivery of its mandate and corporate objectives.
14. Developing, implementing, monitoring and reporting on the Performance Management System of the Authority.

Overall Management of Human and Financial Resources

15. Leading and managing the staff of the Authority to ensure achievement of its mandate and objectives through role-modeling of the Samoa Public Service Values and Principles of Employment.
16. Exercising strong Financial Management to oversee and control annual budgets, financial resources, debt and financial obligations, total asset management and ensure the Authority is run as a profitable commercial entity.
17. Oversee the efficient running of all the Divisions of the organization to ensure they are operating at a

high standard, executing all their functions and roles, achieving their goals to ensure each Division and the Authority achieves its mandate.

18. Must follow all organizational policies and procedures, complete tasks correctly and on time.

Direction for Multi-year and Annual strategic planning and budgeting

19. Implement the SPA Corporate Plan, Business Plan and other Board approved development Plans/studies as well as develop/submit actions plans and cost effective strategies to advance Port Infrastructure development.
20. Drives effective planning, budgeting and exhibits strong organization ability seen through integration of structures, systems and teams to better achieves objectives.
21. Drives strategies to achieve operational efficiencies and value for money.

Annual Performance Reporting including Audits

22. Encourages and maintains a performance culture ensuring regular feedback and recognition of achievement.
23. Exploring opportunities for wider public sector participation for service delivery.
24. Providing high quality policy advice to the Minister and Board of Directors on all areas of the Authority's mandate.

Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Thinking	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Authority inspires a sense of shared purpose and direction and drives the Authority's vision and long-term direction. ▪ Ability to recognize opportunities that the Authority 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 Authority'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 ports and shipping trends and multiple perspectives when assessing impact of key issues and identifies opportunities and viable solutions for business growth and revenue generation. ▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments. ▪ Demonstrates a sophisticated understanding of political, social and economic factors affecting the organization. ▪ Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Authority 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 Authority's goals. ▪ Demonstrated high level leadership skills at a program level including organization wide planning and prioritizing skills together with demonstrable high level people management skill.

Building Relationships	<ul style="list-style-type: none"> ▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Authority'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. ▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement. ▪ Effectively manages conflicts particularly with external clients ▪ Effectively network with partners seizing opportunities to build strategic alliance relevant to Government and SPA mandate and agenda. ▪ Highly developed interpersonal skills to advance collaborative inter-agency and intra-agency working relationships and to positively advance the profile and reputation of the Samoa Port Authority with Government, with Judiciary, the legal profession and with other Public Trading Bodies and stakeholders.
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"> • Invest time in managing and developing people as well as building positive staff morale. • Integrate plans into a transparent management framework to fulfill obligations of management accountabilities. • Manage projects across sector and multiple agencies and keeps stakeholders informed. • Effectively delegates appropriate responsibility, accountability & decision making authority. • Monitors progress against milestones and deadlines. • 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.
Leadership	<ul style="list-style-type: none"> • Ability and confidence to effectively lead and navigate an organization sustainably. • 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.

	<ul style="list-style-type: none"> ▪ 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. ▪ Demonstrated knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.
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 Samoa Ports Authority 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 Samoa Ports Authority is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the General Manager'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.
Creativity and 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 Samoa Ports Authority.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in leadership and progressively responsible experience in disaster risk management at a minimum of eight (8) years.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree either in Maritime, Accounting, Administration, Finance or in other related discipline 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 SAT\$124,857.00 - \$131,722.00 p.a before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Samoa Ports Authority
Duration:	Three (3) years
Salary:	SAT\$124,857.00 - \$131,722.00 p.a
Hours of Attendance:	The standard hours of attendance is 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 Schedule D of the Contract of Employment.
Annual Leave:	25 days' annual leave per annum
Sick Leave:	25 days' sick leave per annum
Vehicle:	The Employer will provide a vehicle for the Employee to use for business and private use in accordance with Government policy and relevant legislation relating to the provision and use of Government vehicles. The vehicle allocated to the Employee must have a Government number plate.
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 (where applicable), as approved by its Board so long as it is not inconsistent with Cabinet Directives or Government Policies.
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:	Samoa Ports Authority 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:	Samoa Ports Authority shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	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,
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 Ports Authority.