

## **Job Description**

### **POSITION OBJECTIVES:**

The main objective of this position is to serve as the administrative, operational and corporate leader responsible for managing and directing the implementation of the Authority's regulatory functions and policies pursuant to the Casino and Gambling Control Act 2010 and the strategic direction set by the Authority.

### **RESPONSIBLE TO:**

1. The Gambling Control Authority Board of Directors for:
  - a) the effective and efficient management of the Authority; and,
  - b) the execution of the Authority's functions including collection of fees and commissions and levies under the Act.
2. The Ministry for Public Enterprises as well as the Ministry of Finance for compliance with the Public Bodies Act 2001, Public Finance Management Act 2001 and other relevant legislation and Government policies.

### **DUTIES:**

**The CEO will perform the following duties:**

1. Provide strategic policy advice to the Board (and the Minister on all areas of the Authority's mandate;
2. Supervise all staff employed by Samoa National Lottery/Gambling Control Authority and will ensure that files; job descriptions; security of money, assets and premises; and other duties expected of an organizational leader are properly managed.;
3. Ensure that the operations are financially viable and that debts are not allowed to accumulate for a period of more than 30 days.
4. Strictly monitor debtors; creditors and bank balances on a monthly basis with regular reports submitted to the Board preferably at every Board meeting as stipulated in this Agreement
5. Ensure annual accounts for the Authority are prepared and submitted to external Auditors within three months after the end of the financial year and subsequently report to Cabinet and Parliament as required.
6. Represent the Authority in its external relations, including engagements with Government and Parliament as approved by the Board and in accordance with relevant legislations. Outsourcing assistance may be arranged as needed.
7. Arrange preparation of monthly and annual financial and operating budgets as well as the Corporate Plan including staffing for Board approval and ongoing monitoring.
8. Ensure the Authority's full compliance with policies and regulations set by Cabinet and the Ministry for Public Enterprises.
9. Ensuring the Authority has the strategies, capabilities and supporting culture to effectively deliver its mandate and corporate objectives;
10. Ensure adequate insurance cover is maintained and updated for all fixed assets with individual values over \$5,000 and ensure full compliance with all contractual obligations including rental and national lottery software and maintenance agreements.
11. Ensure that statutory obligations such as PAYE, income tax; ACC are accurately recorded and payment made on time.

12. Implement a suitable staff rotation plan so that staff acquire experience and skills in different roles ensuring the Authority is not solely dependent on one person (including the CEO) for efficient performance of duties.
13. Advise the Board on strategy, mission statements and the long-term vision of the Authority in Samoa.
14. Prepare monthly reports for Samoa National Lottery and Gambling Control Authority to be presented at Board meetings.
15. Ensure that expenses, including capital expenditure and revenue results remain within budget providing prompt and timely advice to the Board when variance exceed 10% negatively against budget targets.
16. Ensure the availability of and where necessary obtain the required resources to implement and maintain sound accounting and financial internal controls.
17. Ensure sales, receipts and banking are reconciliations are performed daily and investigate any discrepancies promptly.
18. Regularly review the current Accounting Manual and make recommendations for changes to the Board.
19. Closely monitor agencies to ensure they are financially viable and recommend non profitable agencies to the Board for approval to be closed down.
20. Be fully conversant with the provisions of the agreement for the National Lottery between TAB and GI Terminal i-Tech Private Limited and to ensuring all provisions of these agreements including those relating to the current lottery and server support from GI in India and adhere to, and recommend any beneficial changes for local operations.
21. Ensure adequate IT support and resources are available at all times for the protection and efficient operation of the National Lottery operations/TMS operations and recommend any improvements where appropriate.
22. Ensure full confidentiality of all information and documents is maintained and secured.
23. Ensure compliance with contractual and operating arrangements with TMS/Tattslotto, closely monitor their financial performance and provide advice to the Board to protect financial viability.
24. Ensure that all vital files are backed up daily and disaster recovery measures are in place for the recovery of data files and other vital documents in case of fire, natural disasters or other hazards.
25. Successful implementation of the Authority's Corporate Plan 2025-2028

### **Selection Criteria**

<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
Strategic Leadership	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the Authority and inspires a sense of shared purpose and drives the Authority's vision and long-term direction.</li> <li>▪ Ability to recognize opportunities that the Authority can utilize to secure</li> </ul>

	<p>resources from local and international sources to support implementation of its programs and the strengths / potentials of its personnel in achieving the Authority's vision and goals.</p> <ul style="list-style-type: none"> <li>▪ Ability to make timely and effective decisions and achieve 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 impacts, 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>▪ Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes.</li> <li>▪ Build effective teams and relevant systems within the Authority 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 Authority's goals.</li> </ul>
Building Relationship	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationship</li> <li>▪ Values individual differences, strengths and potential and harness these to achieve the Authority's goal</li> <li>▪ Develop guides and monitors employees.</li> <li>▪ Drives a culture of collaboration, participation and recognizes the importance of consultation, stakeholder engagement and fostering teamwork.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audience with precision, confidence and in an articulate manner.</li> <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, reporting progress, monitoring and evaluating of results.</li> <li>• Stimulate / create a culture of accountability and transparency.</li> <li>• Uses workforce planning to develop and maintain the capability to deliver services effectively.</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.</li> <li>▪ Is widely trusted and is seen as a direct and courageous individual.</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>
Commitment & Personal Drive	<ul style="list-style-type: none"> <li>▪ Takes responsibility and initiates timely action to resolve issues.</li> <li>▪ Is prepared to make tough corporate decisions to achieve desired outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.</li> </ul>
Judgment / Intelligence / Common sense	<ul style="list-style-type: none"> <li>▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions.</li> <li>▪ 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 Authority 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 Chief Executive Officers 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>▪ Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>▪ 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.</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.</li> <li>▪ 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 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 at a minimum of eight (8) years of service.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Minimum qualification of a Bachelor degree either in Finance, Accounting, Economics, Legal or Business Management or in other related discipline relevant to this position.</li> </ul>