



## MINISTRY FOR PUBLIC ENTERPRISES

### Application Information Package

#### PUBLIC TRUSTEE PUBLIC TRUST OFFICE

(JANUARY 2026)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	Public Trustee
<b>Public Body</b>	Public Trust Office.
<b>Contact</b>	<p>Ministry for Public Enterprises          Tel: +685 34500          Email: <a href="mailto:kamilo.kelemete@mpe.gov.ws">kamilo.kelemete@mpe.gov.ws</a></p> <p>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 Public Trustee, PTO 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>Recent means no later than 12 months</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 PTO 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 Public Trustee, PTO position <b>MUST</b> be submitted to MPE and addressed to:</p> <p><b>The Chairperson          Board of Director          Public Trust Office          Apia, Samoa</b></p> <p><b>MPE Address:</b>  <b>Level 1, NPF Plaza          Tel 34500 – Email  <a href="mailto:kamilo.kelemete@mpe.gov.ws">kamilo.kelemete@mpe.gov.ws</a>          Beach Road, Apia</b></p>
<b>Closing Date</b>	<b>Friday, 13<sup>th</sup> February 2026 @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>WILL NOT</b> 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**

### **POSITION OBJECTIVES:**

The Public Trustee (“PT”) for Public Trust Office (“PTO”) will work collaboratively with the PTO Board of Directors to ensure, based on effective planning and quality management, that the outputs and associated targets for the Organization are achieved as set in the Office’s Corporate and Management Plans. The Public Trustee shall manage the office with the goal to be a successful business as defined by the Public Bodies (Performance and Accountability) Act 2001 and the provisions of the Companies Act 2001, and to this end, guarantee that the Public Trust Office can;

- a. Be as profitable and efficient as comparable businesses that are not owned by the State;
- b. Be a good employer
- c. Be an organization that exhibits a sense of social responsibility by having regard to the interests of the community in which it operates;
- d. Complies with and implements all Corporate Obligation as directed by the Minister,
- e. Adheres to the annual Corporate Plan, performance indicators, financial targets and the statement of Corporate Objectives approved by the Board of directors of the Public Trust Office.

### **RESPONSIBLE TO:**

1. The Minister of The Public Trust Office for the efficient, effective and economical administration of the Office and to diligently administer the Public Trust Office Act 1975 and other related laws and legislation and to promptly execute the policies and the directives of Government.
2. The Board of Directors of The Public Trust Office, the Controller and the Auditor-General and the Financial Secretary as defined in the Public Bodies Act 2002 and the relevant Treasury Regulations and Instructions.
3. The Ministry for Public Enterprises for compliance with the Public Bodies Act 2001 and other relevant legislation and Government policies and the Ministry of Finance for compliance with the Public Finance Management Act 2001.

### **DUTIES:**

1. Provide strategic leadership, coordination and integration in the provision of the diverse range of Public Trust Office services and manage Office programs to ensure the program goals and objectives are achieved in line with contemporary best practice.
2. Actively manage corporate performance, planning and organizational development processes in the formulation and implementation of sound policies including reviewing the organizational structure and alignment in order to optimize organizational successes in meeting strategic objectives.
3. Implement policy directives of cabinet relating to and affecting the operations of the Office.
4. Prepare and provide authoritative high-quality Estate and Trust advice to the Minister for the Public Trust Office and advise the Public Trust Office Investment Board on all matters relating to the operations of the Office both in its corporate role as a public sector agency and in relation to issues arising from its business activities.
5. Exercise full legal authority to institute, conduct or settle all litigation involving the public trustee, ensuring legal risks are managed effectively
6. Exercise delegated powers and responsibilities, including those of a quasi-judicial nature, vested by Statute in the Public Trustee.
7. Maintain open communication with the Cabinet, the Ministry of Justice and Courts Administration, the Attorney General, The Judiciary, Court Registries, Ombudsman and members of the legal profession in relation to matters affecting the operations of the Office.
8. Negotiate and oversee complex agreements relating to significant PTO activities or its clients.
9. Build strategic alliances with other public or private organizations to promote good public relations and to market the services of the Office.
10. Lead, manage and encourage the development and implementation of the public sector reforms.
11. Plan, control and administer the activities of professional and administrative personnel in the office for the efficient execution of daily operations and strategic initiatives.
12. Ensure all professional technical and administrative personnel in the Office are adequately trained and remunerated on the basis of the salary structure model and that current and future manpower needs are

continuously reviewed and maintained.

**13. 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,
- Public Trust Office's Corporate Plan for the approval of the Board of Directors and Cabinet.

**14. Implement and comply with the plan of operations and budget appropriations approved by Government and Parliament for the Office.**

**Selection Criteria**

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
Strategic Leadership	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the Office inspires a sense of shared purpose and direction and drives the Office's vision and long-term direction.</li> <li>▪ Ability to recognize opportunities that the Office 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 Offices' 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>▪ Has good command skills and encourages internal feedback and external assessment for improving the Office's performance and take personal responsibility for outcomes.</li> <li>▪ Build effective teams and relevant systems within the Office 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 Office's goals.</li> <li>▪ Demonstrate high level leadership skills at a program level including organization wide planning and prioritizing skills together with demonstratable high level people management skill</li> </ul>
Building Relationship	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationships</li> <li>▪ Values individual's differences, strengths and potential and harness these to achieve the Office's goal.</li> <li>▪ Develops guides and monitors employees.</li> <li>▪ Drives a culture of collaboration, participation and recognizes 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> <li>▪ Highly developed interpersonal skills to advance collaborative inter-agency and intra-agency working relationships and to positively advance the profile and reputation of the Public Trust Office with Government, with Judiciary, the legal profession and with other Public Trading Bodies and stakeholders.</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> <li>▪ Demonstrate knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.</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> <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>▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Office 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 Office 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 Public Trustee'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>▪ 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 Public Trust Office.</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ The Public Trustee should have a minimum of at least 8 years of practical experience in the relative field of trust and estate administration and trustee management, planning and financial oversight;</li> <li>▪ 5 years of experience in personnel management, including hiring, supervision, evaluation and benefits administration;</li> <li>▪ 3 years of experience working with a Board of Directors.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>

	<ul style="list-style-type: none"> <li>▪ Minimum qualification of a Bachelor's of Laws (LLB) from a recognized university, with admission as a Legal Practitioner of Supreme Court of Samoa</li> </ul>
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### 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>SAT\$120,213.00 - \$124,857.00 p.a</b> 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>	Public Trust Office
<b>Duration:</b>	Three (3) years
<b>Salary:</b>	<b>SAT\$120,213.00 - \$124,857.00 p.a</b>
<b>Hours of Attendance:</b>	The standard hours of attendance is 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 Schedule D of the Contract of Employment.
<b>Annual Leave:</b>	25 days' annual leave per annum
<b>Sick Leave:</b>	25 days' sick leave per annum
<b>Vehicle:</b>	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.
<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 (where applicable), as approved by its Board so long as it is not inconsistent with Cabinet Directives or Government Policies.
<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>	Public Trust Office 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>	Pubic Trust Office 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, Public Trust Office, 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 Public Trust Office.