



## MINISTRY FOR PUBLIC ENTERPRISES

### Application Information Package

#### CHIEF EXECUTIVE OFFICER SAMOA QUALIFICATIONS AUTHORITY

(JANUARY 2026)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	Chief Executive Officer		
<b>Public Body</b>	Samoa Qualifications Authority		
<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 Chief Executive Officer SQA 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 SQA 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 SQA position <b>MUST</b> be submitted to MPE and addressed to:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; vertical-align: top;"> <b>The Chairperson</b>  <b>Board of Director</b>  <b>Samoa Qualifications Authority</b>  <b>Apia, Samoa</b> </td> <td style="width: 50%; vertical-align: top;"> <b>MPE Address:</b>  <b>Level 1, NPF Plaza</b>  <b>Tel 34500 – Email</b>  <b><a href="mailto:kamilo.kelemete@mpe.gov.ws">kamilo.kelemete@mpe.gov.ws</a></b>  <b>Beach Road, Apia</b> </td> </tr> </table>	<b>The Chairperson</b> <b>Board of Director</b> <b>Samoa Qualifications Authority</b> <b>Apia, Samoa</b>	<b>MPE Address:</b> <b>Level 1, NPF Plaza</b> <b>Tel 34500 – Email</b> <b><a href="mailto:kamilo.kelemete@mpe.gov.ws">kamilo.kelemete@mpe.gov.ws</a></b> <b>Beach Road, Apia</b>
<b>The Chairperson</b> <b>Board of Director</b> <b>Samoa Qualifications Authority</b> <b>Apia, Samoa</b>	<b>MPE Address:</b> <b>Level 1, NPF Plaza</b> <b>Tel 34500 – Email</b> <b><a href="mailto:kamilo.kelemete@mpe.gov.ws">kamilo.kelemete@mpe.gov.ws</a></b> <b>Beach Road, Apia</b>		
<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 Chief Executive Officer (“CEO”) leads the development of the Authority to meet the objectives of the Authority, Board and Government of Samoa.

### **RESPONSIBLE TO:**

1. The SQA Board of Directors for:
  - a. Providing policy advice to the Government; through the Board, on strategies and priorities for Post School Education and Training (“PSET”);
  - b. Coordination of the PSET Sector.
  - c. Quality assurance for all PSET providers, programmes and qualifications.
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. Strategy Development, Planning and Reporting**

- Sustain/Review, if necessary, the Vision for the Authority and sustain its core technical and operational expertise.
- Take a proactive role in the formulation of future strategic objectives and submit them to the Board for input, discussion and decision as to ratification.
- Ensure that the strong strategic, corporate, annual and budgetary planning processes are in place to produce effective plans for approval by the Board.
- Ensure that all financial and non-financial reporting requirements are met on a timely and regular basis
- Ensure that reporting to the Board is always totally 'transparent' and on a 'no surprises' basis.
- Coordinate the secretariat to the Board of Directors
- Take a proactive role in promoting links and learning pathways between the school sector and the Post School Education and Training (PSET) sector and offer career advisory services that are inclusive, equitable and accessible to all learners.

#### **2. Relationship Management**

- Develop and maintain effective strategic relationships with key stakeholders including PSET providers, financiers/donors, contract counterparties and partners.
- Develop and maintain effective strategic relationship with the private sector to ensure that the PSET programmes are relevant to workforce needs.
- Develop a wide range of relationships and networks with local, national and international organizations with similar objectives.

#### **3. Operational Management**

- Build a team of all Authority staff to ensure that the day-to-day operations are effectively and efficiently coordinated, implemented and conducted within the framework approved by the Board.
- Implement stringent management processes to ensure the timely and cost-effective development of the key activities undertaken.
- Maintain effective working relationships with the Chairperson and members of the Board.
- Develop and manage performance-based contracts for the achievement of agreed programmes.
- Successful implementation of the Authority’s Corporate Plan 2025-2027

#### **4. Staff Management and Leadership**

- Build and maintain a high-performance culture within the Authority through effective performance management, communication and coaching of staff and contractors.
- Provide clear leadership, promote and foster a team culture consistent with the Authority's values and code of ethics.
- Ensure the recruitment of appropriately skilled staff to positions, and establish appropriate remuneration levels and performance based on conditions for staff within the framework approved by the Board.

### Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
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 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.</li> <li>▪ Ability to make timely and effective decisions and achieve results through strategic planning, implementation and evaluation of programs and policies to inform policy development and operational improvements.</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>▪ Demonstrates understanding of management principles particularly in an educational environment.</li> <li>▪ Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and upholds a strong sense of accountability.</li> <li>▪ Build high performing 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 harnesses 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>
PERSONAL ATTRIBUTES	DESCRIPTORS
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 and 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>

	<ul style="list-style-type: none"> <li>Demonstrated knowledge, sensitivity and respect for 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 / 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 Officer'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 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 with a minimum of eight (8) years in public or private service.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>Minimum qualification of a Bachelor's degree from a recognized tertiary institution in the related area of Education/Management and other fields relevant to the position.</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 <b>SAT\$120,213.00 - \$124,857.00 p.a</b> before</li> </ul>

	tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.
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## **BENEFITS**

<b>Duty Station:</b>	Samoa Qualifications Authority
<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>	Samoa Qualifications Authority 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>	Samoa Qualifications Authority 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, Samoa Qualifications 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,
<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 Qualifications Authority.