



# MINISTRY FOR PUBLIC ENTERPRISES

## Application Information Package

GENERAL MANAGER  
SAMOA SHIPPING CORPORATION

(FEBRUARY 2026)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

<b>Position Title</b>	<b>General Manager</b>		
<b>Public Body</b>	<b>Samoa Shipping Corporation</b>		
<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>          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 General Manager, SSC 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><i>Recent means no later than 12 months</i></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 SSC 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 General Manager, SSC position <b>MUST</b> be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p><b>The Chairperson            Board of Directors            Samoa Shipping Corporation            Apia, Samoa</b></p> </td> <td style="width: 50%; vertical-align: top;"> <p><b>MPE Address:            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> </td> </tr> </table>	<p><b>The Chairperson            Board of Directors            Samoa Shipping Corporation            Apia, Samoa</b></p>	<p><b>MPE Address:            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>
<p><b>The Chairperson            Board of Directors            Samoa Shipping Corporation            Apia, Samoa</b></p>	<p><b>MPE Address:            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, 20<sup>th</sup> March 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.  <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

### **Samoa Shipping Corporation VISION**

To provide inter-island shipping services that is reliable and safe for all

### **Samoa Shipping Corporation MISSION**

To Continuously improve sustainable practices to empower shipping and trade growth for the region

### **About the Samoa Shipping Corporation**

The Samoa Shipping Corporation was founded on December 20,1974, as a State-Owned Enterprise primarily to connect Upolu and Savaii Islands, supporting economic development through relief ferry services for passengers, freight and regional trade. While its primary mandate began with domestic connectivity, the corporation quickly evolved into a regional player, expanding its reach to American Samoa and other Pacific Islands to strengthen trade links and regional integration. Beyond its core ferry operations, the SSC has aggressively diversified its portfolio to ensure long term financial sustainability. It now operates specialized maritime services, including heavy lift barge charters, technical engineering through its dedicated slipway and comprehensive freight handling. These services have transformed the SSC from a subsidized government utility into a profitable Public Trading Body that consistently returns dividends to the Government.

Samoa Shipping Corporation will continuously improve sustainable practices to empower shipping and trade growth for Samoa and the region.

### **SCOPE**

	<b>Management</b>	<b>Staff</b>
<b>STAFF #</b>	<b>6</b>	<b>201</b>

### **POSITION DETAILS**

**Position Title: GENERAL MANAGER**

**Salary Band: Band B \$124,857-131,722 p.a**

**Employer's Address: Matautu-Tai, Apia Samoa**

### **RESPONSIBLE TO:**

1. **The Samoa Shipping Corporation Board of Directors for:**
  - a) The professional administration of the Samoa Shipping Corporation in executing of its statutory functions.
  - b) Efficient and effective administration and implementation of all legislations, Government policies and directives relating to and affecting the Corporation.
  - c) Achievement of the SSC's expected outcomes and key performance indicators as stipulated in its Corporate Plan.
2. **The Ministry for Public Enterprises as well as the Ministry for Finance for compliance with the Public Bodies Act 2001, the Public Finance Management Act 2001, other relevant legislation and Government policies**

### **POSITION OBJECTIVES:**

The General Manager ("GM") of the Samoa Shipping Corporation acts as the administrative head and leads a cohesive Management Team. The General Manager sets the Corporation's tone through high ethical standards and fairness, defines its vision and mission, ensures achievement of short-term operational and long-term strategic goals and fosters a culture of operational excellence. . r

### **DUTIES:**

#### **Strategic / Corporate Duties**

1. Provide overall leadership and vision in developing with the Board the strategic direction for SSC and ensuring that this strategy is realized by putting in place the necessary plans, budgets, systems, policies and procedures.
2. Develop and recommend strategic plans to the Board for profitable growth and success, involving the

Board early and updating as required.

3. Manage SSC's overall business to implement strategic and business plans within Board-delegated authority, monitoring results, reporting to the Board, and achieving financial/operational objectives.
4. Act in SSC's best interests to grow value and maximize returns to Government as shareholder.
5. Identify and communicate material risks to the Board with mitigation plans.
6. Provide strategic advice to the Responsible Minister and Board on SSC's growth and development.
7. Oversee and monitor implementation of business and operational plans; review progress against objectives, identify opportunities/threats, and initiate improvements.
8. Authorize routine commitments (e.g., contracts, leases) to pursue approved strategies, reporting major risks/exposures to the Board timely and seeking approval as needed.
9. Ensure effective communications and relationships with stakeholders, including Government, customers, maritime industry, employees/seafarers, regulators, ministries, NGOs, suppliers, and media.
10. Act as SSC's principal spokesperson and manage public interfaces.
11. Build and lead an effective management team, fostering professional development, accountability, cost-effective operations, sound organizational structure, succession planning, training, and motivation.
12. Provide Board exposure to key management at meetings

### **Financial Management**

1. Develop annual budgets and operating forecasts of revenue, expenditures, operational results and financial performance to ensure financial growth and profitability of SSC.
2. Develop sound financial plans for the long-term existence of the Corporation.
3. Keep the Board fully informed on all aspects of SSC's operational and financial affairs, and all matters of significant relevance to the Company including those items emanating from government and regulators on issues such as fiscal, monetary, maritime, shipping and environment policies, legislation affecting operations and regulating oversight, etc.
4. Ensure timely internal/external audits and compliance for Annual Reports to Cabinet and Parliament
5. Prepare and submit statutory reporting requirements including
  - (i) Annual Reports to be submitted to Parliament through the responsible Minister on the operations of the Samoa Shipping Corporation;
  - (ii) Audited financial statements of the Company to the SSC Board of Directors;
  - (iii) Quarterly and Annual Reports, Corporate Plans, and Statements of Objectives to Ministry of Public Enterprises, Ministry of Finance, and Cabinet per Public Bodies (Performance and Accountability) Act 2001, Public Finance Management Act 2001, and Samoa Companies Act 2001.

### **Monitoring and Regulatory**

1. Manage all vessel operations, crews, shore operations, and maritime services in line with SSC policies, maritime rules/regulations, industry standards, and core ship ownership activities.
2. Oversee planning/implementation of Preventative Maintenance Program (PMP) for vessel surveys/inspections, ensuring certifications meet Class, Flag State, and US Coast Guard requirements.
3. Endorse dry-docking repair specs, evaluate/renew slipway quotes, consult surveyors on safety, and approve extra work.
4. Monitor management of spare parts, stores, mooring/safety/lifesaving/firefighting equipment, and instruments.
5. Attend vetting/third-party inspections; conduct internal audits/investigations for accidents/incidents/near-misses; lead Emergency Response Team when activated.
6. Manage safe manning levels, seafarer compliance/safety, performance evaluation, training needs, and career progression.
7. Monitor vessel performance (safety, environment, operations) for compliance with SSC requirements, international/Flag State legislation, and customer-focused efficiency.

## Selection Criteria

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
Strategic Thinking	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision for the Corporation, inspiring a sense of shared purpose and drives the Corporation's long-term direction.</li> <li>▪ Ability to recognize opportunities that the Corporation can utilize to secure resources from local and international sources for implementation of its programs</li> <li>▪ Ability to recognize and use the strengths and potentials of its personnel in meeting the Corporation's vision and goals</li> <li>▪ Makes timely, effective decisions via strategic planning, implementation, evaluation, and policy/operational reforms, demonstrating strong financial literacy in resource allocation and risk assessment.</li> <li>▪ Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions</li> <li>▪ Demonstrate understanding of management principles, particularly in a maritime/shipping environment</li> <li>▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments</li> <li>▪ Encourages internal feedback and external assessment for improving the Corporation's performance and take responsibility for outcomes</li> <li>▪ Build effective teams and relevant systems within the Corporation to ensure effective and efficient operations</li> <li>▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instils public trust and accomplishes the Corporation's goals.</li> </ul>
Building Relationship	<ul style="list-style-type: none"> <li>▪ Nurtures internal and external relationship by building and sustaining relationships with the Minister, across the sector, across agencies and with a diverse range of external stakeholders.</li> <li>▪ Communicates the big picture clearly to a wide range of internal and external audiences with precision and confidence.</li> <li>▪ Values individual differences, strengths and potential and harness these to achieve the Corporations goals.</li> <li>▪ Drives a culture of collaboration, participation, stakeholders' engagement &amp; consultation and teamwork.</li> <li>▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.</li> <li>▪ Encourage and maintains a performance culture ensuring regular feedback and recognition of achievement.</li> </ul>
Delivers / achieves results / outcomes	<ul style="list-style-type: none"> <li>▪ Creates a positive working relationship with the Minister and Chair SSC Board, where there are regular meetings and consultation and the candid exchange of information and consultations on all important policy developments and activities.</li> <li>• Drives a culture of achievement and commitment to achieving outcomes beyond expectations.</li> <li>• Promotes a culture of accountability and transparency where the General Manager leads by example in their work habits, treatment of staff and leadership traits.</li> <li>• Optimizes professional expertise to improve overall performance and delivery of the Corporations outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>Leads the change agenda and demonstrates an understanding of the complex range of factors which effect change</li> <li>Uses workforce planning to develop and maintain the Corporations ability to deliver services effectively.</li> </ul>
Management	<ul style="list-style-type: none"> <li>Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives.</li> <li>Drive strategies to achieve operational efficiencies and value for money.</li> <li>Provide oversight for financial resources and assets and account for their use.</li> <li>Invest time in managing and developing people.</li> <li>Integrate plans into a transparent management framework to fulfill obligations of management accountabilities.</li> <li>Uses workforce planning to develop and maintain capability to deliver services effectively.</li> </ul>
Leadership	<ul style="list-style-type: none"> <li>Ability and confidence to build, lead and navigate an effective and sustainable organization through stewardship and governance.</li> <li>Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment.</li> <li>Able to lead a meaningful process of change in a purposeful manner.</li> <li>Ability to manage politics, take risks, be innovative and deal with complexity.</li> <li>Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions.</li> <li>Drives and sustains a performance culture both internally (agency level) and externally.</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>Demonstrates knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.</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> <li>Considers a range of ways in which to achieve the goals required of the Corporation in the most economical and efficient manner.</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>Analytically sharp, proactive, innovative and able to conceptualize strategic issues faced by the organization and apply appropriate and cost-effective solutions.</li> <li>Is intellectually astute and demonstrates a sophisticated understanding of the environment affecting the whole-of-government agenda and its impacts on the organization.</li> <li>Shows high levels of analytical, conceptual and innovative thinking.</li> <li>Ability to draw on the skills and experience of others as well as their own, to make informed decisions.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ Proficiently handles concepts and complexity; blends analysis and insight to effectively inform and enhance organizational performance.</li> <li>▪ Able to make sound decisions based on common sense, experience and good judgement without prejudice.</li> <li>▪ Anticipates implications and applies effective judgement to develop solutions.</li> </ul>
Innovation and creativity	<ul style="list-style-type: none"> <li>▪ Consistently generates and employs original ideas, tackling both simple and complex problems.</li> <li>▪ Pursues new methods and solutions; thinks outside the box; connects disparate ideas; is unafraid to use unorthodox methods</li> <li>▪ Bring out the best in others, leading them to discover new ideas, solutions and new way of doing things.</li> <li>▪ Ensuring a safe and happy work environment for all employees where they can freely express their creativity and individuality while still adding value to the organization</li> </ul>
<b>EXPERIENCE &amp; PAST WORK PERFORMANCE</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Proven experience in leadership and management at a minimum of eight (8) years of professional/managerial experience. Leadership and organizational management in the Shipping and/or maritime transport sector would be an advantage.</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 either Management, Public Administration or Civil Engineering.</li> </ul>

## 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\$124,857-\$131,722 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>	SSC main office Matautu
<b>Duration:</b>	Three (3) years
<b>Salary:</b>	<b>SAT\$124,857-\$131,722 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 Shipping Corporation 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 Shipping Corporation 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 Shipping Corporation, 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 Development Bank of Samoa