



# MINISTRY FOR PUBLIC ENTERPRISES

## Application Information Package

MANAGING DIRECTOR  
SAMOA WATER AUTHORITY

(FEBRUARY 2026)

## GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

<b>Position Title</b>	<b>Managing Director</b>		
<b>Public Body</b>	<b>Samoa Water Authority</b>		
<b>Contact</b>	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>		
<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 Managing Director, SWA 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 SWA 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 Managing Director, SWA 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 Director Samoa Water Authority 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 Director Samoa Water Authority 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 Director Samoa Water Authority 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

### SWA VISION

Enriching and sustaining lives by delivering quality and reliable water and waste water services.

### SWA MISSION

To effectively manage the provision of safe, reliable and sustainable water services

### BACKGROUND

The Samoa Water Authority is a government owned utility and Samoa's primary water service provider established under the Water Authority Act 1993/1994 and continued under the Samoa Water Authority Act 2003. It operates as a State-Owned enterprise governed by a Board of Directors appointed by government and a semi-autonomous Audit Committee, with operational oversight from the Minister of Works, Transport and Infrastructure (MWTI). The Samoa Water Authority delivers treated water to approximately 89% of samosa population on Uplou and Savaii via an extensive infrastructure network, sourcing from rivers through intake structures and over 60 boreholes. It operates 14 water treatment plants including Malololeleo, Alaoa Fulusou (two plants) Vailima, Tapatapao, Vailoa Palauli, Tafitoala, Togitogiga, Piu, Lepa Aleaisa, Fagalii Uta and Vailele. SWA also manages the Apia Waste Water Treatment Plant and Pressure Sewer Network, serving commercial customers in the capital (from Mulinuu to National Hospital Mootootua and Sheraton Vaisigano, with future expansions planned toward Matautu Marina and Wharf. These activities support the 2025-2027 Corporate Plans priorities for resilience, efficiency and sustainability

### SCOPE

	Management	Staff
<b>STAFF</b>	<b>260</b>	<b>8</b>

### POSITION DETAILS

<b>Position Title: Managing Director</b>	<b>Position Code: NA</b>
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<b>Salary Band: B</b>	<b>Salary Band B: 124,857-131,722 p.a</b>
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**Location: T.A.T.T.E Building**

#### Reports To:

##### 1. The SWA Board of Directors for:

- a) The effective control and management of the Authority.
- b) Leading the development and execution of the Authority's long-term goals and mission in response to public value and expectation, the Managing Director's leadership role also entails being ultimately responsible for the day-to-day management decisions as delegated by the Board as well as ensuring the implementation of the Authority's long- and short-term plans.
- c) Acts as a direct liaison between the Board and Management and communicates to the Board on behalf of Management.
- d) Accountable and responsive to key stakeholders and the public on behalf of the Government, the Authority and its employees.

**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.**

### PRIMARY OBJECTIVES:

The main objective of this position is to lead and manage the work and staff of the Authority and to ensure that quality service is provided to the Authority's clients at all times. It is to ensure that the goals of the Authority are achieved as identified in the Authority's Corporate Plan and to ensure that the interests of the Authority are represented if required and contribute to the Cabinet Development Committee.

### DUTIES AND MAIN RESPONSIBILITIES:

#### The Managing Director will perform the following duties:

1. Lead and manage in collaboration with the Board the development and implementation of the Authority's intent as in the long- and short-term plans.
2. Lead and manage the Authority's necessary human resources efficiently and effectively and ensure the required capabilities are developed, motivated and rewarded in order to achieve the approved core businesses.
3. Lead, manage and accountable for the Authority's finance, physical assets and every other transaction including intellectual properties in accordance with the Authority's legal governance including its

environmental safety and health policies.

4. Assess, manage and monitor potential risks including direct or indirect impacting on the Authority and communicate these risks clearly to the Board, Government and Management in the timeliest manner.
5. Develop, implement and monitor appropriate policies and systems including effective internal controls, asset management and procurement, and information systems to enhance ethical and professional conduct by every Authority employee at all times.
6. Lead, maintain and monitor the Authority's high standards of corporate citizenship and social obligations with integrity in the discharge of its duties and responsibilities.
7. Establish and monitor an effective communication strategy ensuring at all times that the Board of Directors are provided with accurate, reliable and timely information, simultaneously employees are duly informed and relevant Government authorities, other stakeholders and the public are adequately advised in a timely manner.
8. Take a proactive stance in the managing of the Authority's business in relation to the interface between Managing Director and the Board of Directors with regards to urgent matter such as natural disasters.
9. Prepare and submit within the statutory timeframe the following:
  - Annual report (including audited financial statements) to the Board and Parliament as stipulated in the relevant Act(s) governing the operations of the Corporation;
  - Annual Budget based on the requirements of the Corporation from time to time;
  - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;
  - Other requirements as directed by the Board.
10. Construct (or review) and implement the Corporation's Corporate Plan, Capability and Annual Management Plan, Service Charters and all other operational requirements in line with the Government policies, directives and Strategy for further development.
11. Represent the Government of Samoa in and or deal with international and regional organizations, institutions and forums.

### Selection Criteria

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>▪ Articulates a clear vision of the Authority and inspires a sense of shared purpose and direction 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 and potentials of its personnel in meeting the Authority's 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>▪ Demonstrates understanding of management principles particularly in a civil engineering or water management environment.</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 instils public trust and accomplishes the</li> </ul>

	<p>Authority's goals.</p> <ul style="list-style-type: none"> <li>▪ Sound knowledge of all current relevant legislations governing the Authority's operations in particular the Samoa Water Authority Act 2003 and all legislation related to public bodies.</li> </ul>
<b>Building Relationships</b>	<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>▪ 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>▪ Excellent Communication skills in English and Samoan languages, sound knowledge in the Samoan culture (Fa'aSamoa) and especially high level in negotiation skills with the cultural setting in villages.</li> </ul>
<b>Delivers / achieves results / outcomes</b>	<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>Management</b>	<ul style="list-style-type: none"> <li>• Invest time in managing and developing people as well as building positive staff morale</li> <li>• Integrate plans into a transparent management framework to fulfil obligations of management accountabilities</li> <li>• Manage projects across sector and multiple agencies and keeps stakeholders informed</li> <li>• Effectively delegates appropriate responsibility, accountability &amp; decision-making authority.</li> <li>• Monitors progress against milestones and deadlines.</li> <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> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Ability and confidence to effectively lead and navigate the Authority sustainably</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. <ul style="list-style-type: none"> <li>• Drives and sustains a performance culture both internally (agency level) and externally.</li> </ul> </li> </ul>
<b>PERSONAL ATTRIBUTES</b>	<b>DESCRIPTORS</b>
<b>Integrity / Ethics</b>	<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> </ul>

	<ul style="list-style-type: none"> <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>
<b>Commitment &amp; Personal Drive</b>	<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>
<b>Intellect &amp; Judgment</b>	<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 Managing Director'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>
<b>Creativity and Innovation</b>	<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>▪ The Managing Director shall, where reasonably possible, be a qualified and experienced Civil or Mechanical Engineer.</li> <li>▪ Must have at least eight (8) years of relevant Managerial experience preferably in the fields of water management, strategic management of finance and human resource or engineering.</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	Minimum qualification of a Bachelor's degree in Civil or Mechanical Engineering from a recognized University. Professional certification in engineering and/or Water Management would be an advantage.

### **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>SATS\$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>	SWA Main Office TATTE Building
<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>	The SWA 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>	The SWA 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 Water 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 Water Authority