



# MINISTRY FOR PUBLIC ENTERPRISES

## Application Information Package

GENERAL MANAGER  
DEVELOPMENT BANK OF SAMOA

(MARCH 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>Development Bank of Samoa</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 General Manager, DBS 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 DBS 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, DBS 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 Development Bank of Samoa 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 Development Bank of Samoa 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 Development Bank of Samoa 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>Monday, 6<sup>th</sup> April 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><u>WILL NOT</u></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>		

**CHIEF EXECUTIVE OFFICER  
DEVELOPMENT BANK OF SAMOA**

**Job Description 2026**

**Development Bank of Samoa VISION**

The Bank for the prosperity of Samoa

**Development Bank of Samoa MISSION**

To empower people and businesses to thrive and increase their wealth to accelerate economic growth and social enhancement.

**About the Development Bank of Samoa**

The Development Bank of Samoa (DBS) was established on October 1, 1974, assuming the assets and liabilities of the Development Loan Fund pursuant to the Development Bank Act 1974. This foundational legislation was later replaced by the Development Bank of Samoa Act 2010, which modernized the institution's framework. As the DBS approaches its 50th anniversary on October 1, 2024, it continues to operate as a government-owned entity, with the Ministry of Public Enterprises (MPE) providing oversight and setting a target return on equity (ROE) of 7%. DBS is designated as a non-bank financial institution under the Financial Institutions Act and is regulated by the Central Bank of Samoa (CBS). It is subject to the same capital requirements as commercial banks. However, the DBS has suggested modifications to these capital requirements and prudential guidelines to better reflect its specific risk profile and the inherently higher risk associated with development lending.

Since 2009, the bank has played a pivotal role in supporting government initiatives, including disaster relief efforts, stimulus packages, and concessional project financing

**SCOPE**

	Management	Staff
<b>STAFF #</b>	<b>9</b>	<b>77</b>

**POSITION DETAILS**

**Position Title: GENERAL MANAGER**

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

**Employer's Address: Level 2, DBS Building, 12 Main Beach Road, Apia.**

**RESPONSIBLE TO:**

1. The Board of Directors for:
  - Leadership and management of the Development Bank of Samoa in accordance with the DBS Act 2010, Corporate Plan 2025-2027, related legislative framework and government policies.
  - Achievement of the objectives of the Corporate Plan 2025-2027 in the key priority areas of good governance, economic & social development, finance & sustainability, people & talent, innovation & social responsibility, as well as targets of the annual budgets of the DBS
2. The Ministry for Public Enterprises as well as the Ministry of Finance for compliance with the Public Bodies Act 2001, the Public Finance Management Act 2001 and other relevant legislation and Government Policies.

**POSITION OBJECTIVES:**

The General Manager ("GM") leads the management and operations of the Development Bank of Samoa to ensure effectiveness and efficiency in the delivery of its mandated services to the public

**DUTIES:**

**The General Manager will perform the following duties:**

**Corporate Governance Skills**

1. Administer and coordinate all board activities and advise the Board in the execution of its duties and responsibilities in accordance with the DBS Act 2010, the Public Bodies Act 2001 and other relevant

- legislation including its statutory reporting obligations to Cabinet and the Parliament of Samoa.
2. Promote and maintain effective internal systems, policies, and processes that meet the needs of DBS clients, while guiding management with integrity, accountability, and good business acumen, and fostering a healthy Board culture.
  3. Deliver the Core Banking System to enhance internal processes data management and service delivery of the Bank.
  4. Deliver the New Asset Management System to strengthen security of the Banks properties in all DBS locations
  5. Ensuring full statutory compliance for the Bank, Board and the staff

### **Strategic Management Skills**

6. Provide strategic policy advice to the Minister of DBS and the Board of Directors on critical matters, considering emerging trends and their potential impact on the Bank's operations.
7. Foster an inclusive and enabling corporate culture that supports staff and contributes to achieving DBS's objectives.
8. Develop and implement strategies to achieve the Bank's strategic targets, leveraging opportunities from innovation, new markets, IT solutions, and operational processes.
9. Identify, assess, and manage real or potential risks and threats to the Bank and develop strategies to mitigate or resolve them.
10. Lead the implementation of the DBS Corporate Plan 2025–2027, Annual Budgets, Capacity Building Programs, and Services Charter to ensure effective service delivery.
11. Prepare and submit within the statutory time frame the following:
  - Annual Report (including audited financial statements) to the Board, MPE and Parliament as stipulated in the relevant Act(s) governing the operations of the Bank;
  - Annual Budget based on the requirements of the Bank from time to time;
  - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;
  - Monthly reports on operations and financial performance to the Board of Directors.

### **Financial Management Skills**

12. Oversee the Bank's financial management and budget to ensure effective implementation and accurate reporting in line with approved policies and legislative requirements.
13. Advise the Board, through the Investment Committee, on opportunities to grow the lending portfolio and generate sustainable returns.
14. Monitor financial market conditions and assess their impact on the Bank's operations, identifying funding opportunities to support and expand the DBS lending mandate, particularly in the MSME sector.
15. Identify, assess, and manage operational risks and implement strategies to mitigate them.
16. Administer and oversee the lending portfolio and credit risk management policies.
17. Review internal financial controls to ensure the integrity of the Bank's finances and lending activities, minimizing errors and fraud.
18. Ensure timely and accurate reporting of financial performance and advise the Board on opportunities for financial sustainability.

### **Legislation Administration**

19. Administer the DBS Act 2010 to ensure compliance, continuity of operations, and protection of assets.
20. Review the Bank's legislation to ensure it remains relevant to the evolving business environment and supports the achievement of development priorities.

### **Product & Services Knowledge**

21. Administer all DBS products and services provided to clients and the public.
22. Develop innovative products and services that enhance DBS's contribution to sustainable economic and inclusive development, particularly in the MSME sector.
23. Carry out any other duties as directed by the Minister of Finance and/or the Board of Directors

## **KEY DELIVERABLES**

### **YEAR 1**

- Ensure successful implementation of the DBS Statement of Corporate Plan 2025-2027 to ensure all the actions achieve the outcomes outlined in the Finance Sector Plan and Pathway for the Development of Samoa 2025/2026-2030/2031
- Secure a lease land from the LTA for the new Savaii office
- Complete gap assessment and submit to GCF for DBS accreditation
- Collaborate with stakeholders and development partners for alternative funding sources and technical assistance
- Achieve all targets in the CEO Performance Agreement duly endorsed by the Board

### **YEAR 2**

- Collaborate with stakeholders and development partners for alternative funding sources and technical assistance.
- Ensuring the DBS financing policies are responsive to MSME capacity
- Renew and approve new financing thresholds based on MSME needs
- Develop the Corporate Social Responsibility Policy aligned with the DBS mandate to enhance DBS social impact and public trust as a responsible development finance institution
- Achieve all targets in the CEO Performance Agreement duly endorsed by the Board

### **YEAR 3**

- Strengthen loan portfolio management to improve loan recovery
- Achieve at least 50% of loan collection from each sector.
- Control percentage of NPL and maintain it within Board approved limits
- Strengthen early warning systems for loan arrears
- Achieve a stable loan portfolio with consistent repayment performances
- Position DBS as a key partner in national climate and sustainable transport initiatives.
- Participate in Cap-IT planning sessions and submit inputs on EV adoption
- Support projects for EV financing or initiatives
- Achieve all targets in the CEO Performance Agreement duly endorsed by the Board

## **SELECTION CRITERIA**

<b>POSITION SPECIFIC COMPETENCIES</b>	
<b>SKILLS AND ABILITIES</b>	<b>DESCRIPTORS</b>
<b>Banking and Financial Management</b>	<ul style="list-style-type: none"><li>▪ Demonstrates strong knowledge of development banking and ensures financing supports national economic development</li><li>▪ Provides effective oversight of lending programmes, ensuring financing supports MSMEs, priority sectors and national development objectives. .</li><li>▪ Ensure strong systems, teams and processes are in place to support effective lending, loan, monitoring , recovery and reporting</li><li>▪ Uses financial and portfolio data for decision making improve portfolio quality and maintain the Banks financial soundness and sustainability.</li><li>▪ Ensures lending policies, financing thresholds, and banking practices comply with regulatory and prudential requirements and respond to economic conditions</li></ul>
<b>Strategic Thinking / Leadership and Vision</b>	<ul style="list-style-type: none"><li>▪ Articulates a clear vision and inspires a sense of shared purpose that drives the Bank’s long-term development and financial sustainability.</li><li>▪ Ability to identify opportunities and secure fundings and resources from</li></ul>

	<p>local and international partners to support lending programmes, system upgrades and strategic projects.</p> <ul style="list-style-type: none"> <li>▪ Executes timely, evidence-based decisions to drive operational reforms and ensure the successful implementation of the Bank's strategic programs</li> <li>▪ Demonstrates ability to analyze emerging trends and to identify long-term opportunities and possess the vision to assess impacts and implement viable solutions that safeguards the Banks sustainability and its contribution to the Pathway of the Development of Samoa</li> <li>▪ Proven ability to lead with a command and consult approach demonstrating the confidence to lead the organization while valuing diverse internal and external feedbacks</li> <li>▪ Effectively manages financial, human, information and resources in a manner that builds public trust and achieves the Banks mandate</li> <li>▪ Build a high performing team</li> </ul>
<b>Building Relationship</b>	<ul style="list-style-type: none"> <li>▪ Ability to liaise with government agencies, development partners, MSMEs, and community groups.</li> <li>▪ Experience in consultation, partnership-building, and advocacy to support the Banks success.</li> <li>▪ Skills in communicating complex project goals and outcomes in simple terms to different stakeholders.</li> <li>▪ Represents the Bank in national and regional forums related to economic development and finance</li> <li>▪ Values individual differences, strengths and potential and harnesses these to achieve the Bank's goal</li> <li>▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement</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, progress reporting, monitoring and evaluating of results</li> <li>▪ Stimulate and sustain 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>
<b>Integrity / Ethics</b>	<ul style="list-style-type: none"> <li>▪ Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture &amp; traditions</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>
<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 makes 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>Judgment / Intelligence / Commonsense</b>	<ul style="list-style-type: none"> <li>▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Development Bank of Samoa 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 Development Bank of Samoa is ready to respond at all times to small scale incidents and national</li> </ul>

	<p>disasters.</p> <ul style="list-style-type: none"> <li>▪ Has the functional and technical knowledge to carry out the General Manager'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>▪ Generates and employs original ideas, tackling both simple and complex problems consistently</li> <li>▪ Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job, including use of innovative methods</li> <li>▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change</li> <li>▪ Ensures 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 Development Bank of Samoa.</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 of services in public or private service in the following areas; professional &amp; managerial experience in finance, portfolio management &amp; assessment, credit risks management, financial analysis, banking, accounting or economics, experience in project management, public sector management, government policies and reforms, and in building network &amp; relationships</li> </ul>
<b>ACADEMIC QUALIFICATION</b>	<b>DESCRIPTOR</b>
	<ul style="list-style-type: none"> <li>▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management, Banking &amp; Project Management</li> <li>▪ Professional membership of a recognized professional body relevant to the work of the Bank is an advantage</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>	Development Bank of Samoa
<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>	Development Bank of Samoa 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>	Development Bank of Samoa 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, Development Bank of Samoa, 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