



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**CHIEF EXECUTIVE OFFICER
SAMOA HOUSING CORPORATION**

(MARCH 2026)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	Chief Executive Officer		
Public Body	Samoa Housing Corporation		
Contact	Ministry for Public Enterprises Tel: +685 34500 Email: kamilo.kelemete@mpe.gov.ws The Application Pack can be downloaded from the website link: www.mpe.gov.ws		
Making an Application	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> 1. A Cover Letter: <ol style="list-style-type: none"> (i) Expressing interest in the Chief Executive Officer, SHC position; and (ii) Availability to start employment, if appointed. 2. Statement against the selection criteria (position specific competencies); 3. Most recent curriculum vitae that includes: <ol style="list-style-type: none"> (i) Details of all your current and previous work history, including the following information: <ol style="list-style-type: none"> (a) Position Title, Employer and the dates you held the position; and (b) List of Achievements; and (c) Brief Summary of Key Accountabilities (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 (iii) Your contact details for correspondence purposes in relation to your application for this position. 4. Completed Referee Details with recent written references from three (3) professional referees (<i>Recent means no later than 12 months</i>). 		
Authorization Form	<p>By signing the Authorization Form you are:</p> <ul style="list-style-type: none"> • Consenting to the Ministry for Public Enterprises and SHC 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; ▪ Consenting to security checks including vetting by the Samoa Police Service and general security clearance with other agencies may also be undertaken. 		
Submission of Application	<p>All applications for the advertised Chief Executive Officer, SHC position MUST be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>The Chairperson Board of Director Samoa Housing Corporation Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email kamilo.kelemete@mpe.gov.ws Beach Road, Apia</p> </td> </tr> </table>	<p>The Chairperson Board of Director Samoa Housing Corporation Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email kamilo.kelemete@mpe.gov.ws Beach Road, Apia</p>
<p>The Chairperson Board of Director Samoa Housing Corporation Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email kamilo.kelemete@mpe.gov.ws Beach Road, Apia</p>		
Closing Date	Monday, 6th April 2026 @4:00pm		
Late Applications	<p>It is important to note that ALL applications received after the time and date stated in the advertisement <u>WILL NOT</u> 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 2026

Samoa Housing Corporation VISION

All Samoans accessing competitive financing and affordable rental housing

Samoa Housing Corporation MISSION

Empowering Samoans to improve their living standards, so they can live and thrive in safe and resilient communities, by providing access to cheaper finance and better social housing options, while contributing to the sustainable growth and development of Samoa

About the Samoa Housing Corporation

The Samoa Housing Corporation commenced its operation in May 1990, and has operated for more than 30 years. The Corporation was established to meet the needs of borrowers who were unable to secure loans from commercial financial institutions, due to their inability to meet collateral or repayment requirements. Under the Housing Corporation Act 1989 it accordingly states the principal function of the Corporation is “lending money on mortgage or other security for the purposes of erecting, renewing, repairing, extending or to assist the borrower to acquire land...” for residential purposes. In 2010 the Housing Corporation act 1989 was amended for the SHC to perform additional functions of managing housing portfolios and access related business activities to meet the growing needs of the population. As a result, the Governmental rental housing portfolio was transferred to the Samoa Housing Corporation from the Ministry of Works Transport and Infrastructure in 2013. The SHC now provides rental accommodation for approximately 73 families and undertakes approved activities to expand housing stock and increase rental revenue, including the construction of new rental units.

SHC is a results-oriented and outcome focused organisation that continues to strive towards achieving its vision of ensuring all Samoans have access to competitive financing and affordable rental housing.

SCOPE

	Management	Staff
STAFF #	10	43

POSITION DETAILS

Position Title: CHIEF EXECUTIVE OFFICER

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

Employer's Address: Togafu'afu'a, Apia Samoa

RESPONSIBLE TO:

1. The Samoa Housing Corporation Board of Directors for the effective and efficient management of the Corporation, and for the execution of the Corporation's functions.
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.

POSITION OBJECTIVES:

The Chief Executive Officer (“CEO”) of Samoa Housing Corporation will work collaboratively with the SHC Board of Directors in leading the Corporation in developing and delivering on its mission and its long term vision. The CEO shall act honestly, diligently, and competently at all times in fulfillment of his/her duties and responsibilities.

DUTIES:

The Chief Executive Officer will perform the following duties:

1. Legislative and Compliance Duties

- Perform all duties set out in the legislation governing and administered by the Corporation and all other relevant and applicable legislation including the Public Finance Management Act 2001, Public Bodies Act 2001 and Cabinet directives.
- Provide timely and informed policy advice to the responsible Minister and the Board on all strategic and policy related matters of the Corporation in accordance with related legislation and SHC's mandate.
- Ensure compliance with all statutory obligations imposed on the Corporation, the Board, and employees.

3. Reporting and Financial Obligations

- Provide monthly financial and progress reports to the Board and ensure compliance with all reasonable and lawful directions given by the Board.
- Ensure all financial and non-financial reporting requirements are met on a timely and regular basis.
- 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 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;
 - Monthly reports on operations and financial performance to the Board of Directors.

4. Strategic Planning and Performance Delivery

- Deliver on the targets and/or objectives set for the Corporation and as outlined in the CEO's Performance Agreement.
- Ensure the Corporation remains profitable and a sustainable financing institution that is able to provide competitive and affordable home loans as prescribed in the Samoa Housing Act 2010.
- Lead the formulation of future strategic objectives and policies and submit to the Board for input, discussion and decision as to ratification.
- Review, if necessary, the Vision for the Corporation and ensure sustainability of its core technical and operational expertise.
- Ensure the successful implementation of the Corporation's Corporate Plan 2025-2027, as well as its corresponding Annual Management Plans.

5. Leadership and Organizational Culture

- Provide focused and effective leadership that ensures commitment to the Corporation's vision and mission and ensures stakeholder satisfaction.
- Build and maintain a high performing culture within the Corporation through effective performance management, communication and coaching of staff.

6. Relationship Management and Representation

- Develop and maintain effective working relationships with the Chairperson and other members of the Board.
- Develop and maintain a wide range of relationships and networks with local, national, regional and international organizations with similar objectives.
- Represent the Government of Samoa in dealings with international and regional organizations, institutions and forums.

KEY DELIVERABLES

1. Ensure successful implementation of the SHC Corporate Plan 2025-2027 to ensure all actions achieve the outcomes outline in the Finance Sector Plan and Pathway for the Development of Samoa 2025/2026-2030/2031.
2. Maintain full statutory compliance for the Corporation, Board and staff
3. Submit financial and progress reports to the Board, following all Board directions and deadlines
4. Achieve all targets in the SHC CEO's performance Agreement

5. Sustain profitability and affordability of home loans under the Samoa Housing Act 2010
6. Lead the development/ review of strategic objectives and policies of the SHC for Board approval
7. Review and uphold the Corporations Vision, Mission and sustainability
8. Implement the SHC Corporate Plan 2025-2027 and Annual Management Plans effectively
9. Lead and deliver the implementation the IFRS 9 Accounting Standard Project
10. Lead and deliver the review of the Housing Corporation Act 2010
11. Deliver the Launch of the Samoa Business Hub Loan Guarantee Scheme
12. Lead the development and implementation of the Housing Rental Properties Portfolio Business Plan
13. Deliver successful launch of the Social Housing Project
14. Meet the SHC's legal obligation for payment of 35 % to the Government at the end of every financial year.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership and Vision.	<ul style="list-style-type: none"> ▪ Articulates a clear long-term vision aligned to SHC's mandate of accessible, affordable and climate-resilient housing ▪ Translates corporate objectives into measurable strategic priorities, business plans and operational targets. ▪ Demonstrates strong strategic foresight, including awareness of housing trends, public finance reforms, climate resilience requirements and socio-economic conditions. ▪ Identifies emerging risks and opportunities (financial, legislative, environmental, social) and positions SHC proactively. ▪ Leads major institutional reforms, including implementation of IFRS 9 and forward-looking risk management frameworks. ▪ Builds high-performing executive and management teams aligned to strategic outcomes. ▪ Establishes governance systems that promote transparency, accountability and performance excellence. ▪ Ensures sustainability of the Corporation through long-term financial, asset and infrastructure planning.
Financial and Commercial Acumen	<ul style="list-style-type: none"> ▪ Demonstrates strong knowledge of financial management, loan portfolio management and credit risk assessment. ▪ Oversees implementation of IFRS 9 Expected Credit Loss methodology and forward-looking provisions frameworks ▪ Ensures robust internal controls, compliance with accounting standards and audit assurance requirements. ▪ Leads development of financially viable housing portfolio business plans. ▪ Secures and administers resources (human, financial, capital and donor funds) in a manner that upholds public trust. ▪ Develops innovative financing mechanisms, including Public-Private Partnerships (PPPs) and loan guarantee schemes (e.g., SME guarantees). ▪ Strengthens the Corporation's revenue streams while maintaining its social mandate. ▪ Demonstrates ability to assess commercial viability of capital development projects ▪ Ensures prudent asset management and long-term return on investment.
Policy, Legislative and Governance Capability	<ul style="list-style-type: none"> • Provides strategic leadership in legislative review and reform e.g. Housing Corporation Act Review. • Demonstrates strong understanding of public sector governance, statutory bodies and regulatory compliance.

	<ul style="list-style-type: none"> • Engages effectively with Government, Ministers, Board, and key stakeholders to advance policy reforms. • Ensures alignment with national development priorities, building codes and climate strategies. • Promotes ethical leadership and compliance with OSH standards and National Building Code requirements. • Strengthens institutional governance frameworks and board reporting mechanisms
Housing Sector and Development	<ul style="list-style-type: none"> • Demonstrates strong understanding of housing finance, social housing models and rental house portfolio management • Leads development and upgrading of government leasehold housing stock. • Integrates climate-resilient and green infrastructure principles into housing development. • Promotes renewable energy and energy efficiency within housing projects. • Oversees feasibility studies, infrastructure planning and capital works development. • Ensures housing solutions meet safety, accessibility and inclusive design standards. <p>Applies sustainable design principles to reduce environmental impact and long-term operating costs</p>
Stakeholder Relationship Management	<ul style="list-style-type: none"> • Builds and maintains strong relationships with Government ministries, donors, financial institutions and development partners. • Negotiates effectively with commercial partners, funding agencies and guarantee scheme partners. • Demonstrates strong inter-agency collaboration skills. • Represents SHC credibly in high-level national and international forums. • Communicates complex financial, legislative and strategic issues clearly to diverse audiences. • Builds trust with communities, staff, SHC Board and external stakeholders. • Encourages open consultation and evidence-based discussions on policy matters.
Organizational Leadership and People Management	<ul style="list-style-type: none"> • Builds and sustains a high-performance culture grounded in accountability and service excellence. • Demonstrates strong planning, prioritization and organizational capability. • Develops workforce capability through succession planning, mentoring and performance management. • Drives employee engagement, morale and recognition systems. • Values diversity and harnesses individual strengths to achieve organizational objectives. • Establishes systems for monitoring, evaluation and continuous improvement. • Uses workforce planning to ensure capability to deliver expanding housing and development initiatives
Risk Management and Resilience	<ul style="list-style-type: none"> • Demonstrates strong enterprise risk management capability, including credit, financial, operational and climate risks. • Integrates climate adaptation and resilience measures into housing projects. • Ensures effective management of unsecured loan exposure and guarantee mechanisms. • Maintains business continuity planning and long-term asset sustainability.

Delivery and Results Orientation	<ul style="list-style-type: none"> • Drives achievement of SHC KPIs and measurable outcomes. • Establishes strong systems for planning, monitoring, evaluation and reporting. • Ensures timely implementation of strategic projects within approved budgets. • Promotes a culture of accountability and transparency. • Makes sound, evidence-based and timely decisions.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ Possess appropriate values and belief in what is best for the common good. ▪ Is widely trusted and is seen as a direct and courageous individual. ▪ Personifies values of honesty, integrity, impartiality, transparency accountability. ▪ Demonstrate self-awareness and commitment to personal development. ▪ Serves the Government of the day irrespective of personal preferences ▪ Demonstrates knowledge, sensitivity and respect for the Samoan Culture and the laws and customs of Samoa.
Commitment & Personal Drive	<ul style="list-style-type: none"> ▪ Takes responsibility and initiates timely action to resolve issues. ▪ Is prepared to make tough corporate decisions to achieve desired outcomes. ▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken.
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Corporation and apply appropriate and cost-effective solutions. ▪ 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 Corporation is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the CEO's duties to a high level of accomplishment. ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice. ▪ Anticipates implications and applies effective judgment to develop solutions.
Creativity and Innovation	<ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and confident to use unorthodox methods. ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change. ▪ 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 Corporation.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in leadership with a minimum of eight (8) years of service at a senior management level.
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor's degree from a recognized tertiary institution either in Finance, Accounting, Economics or Business Management.

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ The position is for a period of three (3) years. ▪ The salary for the position is SAT\$124,857-\$131,722 p.a before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Samoa Housing Corporation
Duration:	Three (3) years
Salary:	SAT\$124,857-\$131,722 p.a
Hours of Attendance:	The standard hours of attendance is Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays
Performance Reviews:	The Appointee's performance shall be reviewed in accordance with the Schedule D of the Contract of Employment.
Annual Leave:	25 days' annual leave per annum
Sick Leave:	25 days' sick leave per annum
Vehicle:	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.
Telephone Expenses:	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
Other Leave:	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.
End of Contract Benefits:	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.
National Provident Fund:	Samoa Housing Corporation shall pay a percentage of the Appointee's contribution of another rate prescribed by the National Provident Fund from time to time.
Accident Compensation Corporation:	Samoa Housing Corporation shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Samoa Housing 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,
Regional/International Recruited Staff:	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Samoa Housing Corporation