



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**CHIEF EXECUTIVE OFFICER
DISTRICT DEVELOPMENT AUTHORITY**

(APRIL 2026)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	Chief Executive Officer
Public Body	District Development Authority (“DDA”)
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, DDA 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 DDA 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>Applications must be marked “Confidential – Application for Chief Executive Officer, District Development Authority”</p> <p>and addressed to:</p> <p>The Honourable Minister District Development Authority</p> <p>and delivered to MPE Office Level 1, NPF Plaza</p>
Closing Date	4pm, Wednesday, 13th May 2026
Late Applications	<p>It is important to note that ALL applications received after the time and date stated in the advertisement WILL NOT 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 District Development Authority (“DDA”) in the execution of its functions. The DDA is responsible for administering and overseeing the District Development Program (“DDP”), ensuring transparency by publishing information on grant usage, and monitoring the program’s effectiveness. The Authority works to detect and prevent the misuse of grant funds, including identifying suspicious transactions and referring them to the Ministry of Finance for investigation. It also provides education, guidance, and support to Councils to ensure compliance with program requirements.

RESPONSIBLE TO:

1. Minister Responsible for the administration of the District Development Act 2026
2. Board of Directors (“Board”) for the District Development Authority

ACCOUNTABILITIES/DUTIES:

1. Corporate Governance

- Administer and coordinate all board activities and advise the Board in the execution of its duties and responsibilities in accordance with the District Development Act 2026, the Public Bodies Act 2001 and other relevant legislation including its statutory reporting obligations to the Steering Committee, Cabinet and the Parliament of Samoa.
- Provide Secretariat Support to the Board and the Steering Committee
- Advise the Minister and Cabinet of any changes to the DDP, Legislation and the Program Operating Manual (“POM”) to strengthen governance and safeguard public resources.
- Oversee the development, implementation and reporting of the following corporate governance mechanisms within the statutory time:
 - Corporate Plan
 - Annual Report (including audited financial statements) to the Board and the Ministry for Public Enterprises
 - Annual Budget based on the requirements of the Authority from time to time.
 - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders.

2. Strategy, Program Oversight, Monitoring and Evaluation

- Provide strategic leadership to ensure the District Development Program aligns with national priorities, including the Pathway for the Development of Samoa 2026/27–2030/31 (“PDS”).
- Ensure the effective administration, coordination, and consistent implementation of the DDP across all districts.
- Establish and maintain robust monitoring and evaluation systems to assess program performance and outcomes.
- Strengthen governance and control systems to detect, prevent, and respond to misuse of grant funding.
- Ensure risks, non-compliance, and suspected misuse of funds are identified, managed, and escalated appropriately.
- Promote transparency and accountability in the use of public funds

3. Operational Management

- Lead and manage the day-to-day operations of the Authority to ensure efficient and effective delivery of approved programs and services.
- Implement strategies, policies, and decisions approved by the Board and Cabinet.
- Provide technical and advisory support to Village Councils and facilitate effective local governance functions as stipulated in the DDA Act 2026.
- Develop and implement policies and operational guidelines to support social and economic development at village and district levels.
- Develop, implement, and monitor performance-based programs and service delivery arrangements.

4. Leadership and People Management

- Provide overall leadership and direction to the Authority in delivering its mandate.
- Build and sustain a high-performance organizational culture through clear communication,

accountability, and continuous improvement.

- Lead, manage, and develop staff and contractors to achieve the Authority’s objectives.
- Ensure the recruitment and retention of suitably qualified personnel, with appropriate remuneration and performance conditions within Board-approved frameworks.
- Model and promote the values and principles of the Samoa Public Service.

Key Deliverables

1. District Development Authority fully established and operational, with offices, staff, and systems in place for effective execution of the Authority’s works.
2. Corporate Plan developed, approved, and aligned with the PDS 2026/27-2030/31 and relevant Sector Plans.
3. Governance, financial, and operational frameworks implemented and functioning effectively
4. District Development Program delivered across all districts, meeting planned objectives and outcomes
5. Monitoring, evaluation, and reporting systems established, operational, and consistently used to track program progress and results
6. Councils’ capacity improved, resulting in higher compliance and more effective program implementation
7. Sustainable development initiatives promoted and implemented across key sectors, including infrastructure, health, education, economic development, environment, and climate resilience

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership and Corporate Governance	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Authority and district development initiatives inspiring a shared sense of purpose that drives its long-term strategic direction. ▪ Demonstrates the ability to align district development programs with national priorities and the Pathway for the Development of Samoa (PDS) 2026/27-20230/31. ▪ Ability Inspire and motivate staff, District Development Councils, and stakeholders to achieve program objectives ▪ Demonstrates strong knowledge of corporate governance frameworks, including working effectively with Boards and oversight Bodies. ▪ Demonstrated experience providing strategic leadership to senior management teams and guiding institutional reform ▪ Strong decision-making and leadership capability in complex institutional environments ▪ Strengthen governance frameworks and oversight mechanisms for district initiatives. ▪ Oversee audits and ensure audit findings are addressed effectively. ▪ Foster a culture of responsibility, integrity, and ethical practice among staff and councils.
Program and Project Development & Management	<ul style="list-style-type: none"> ▪ Extensive experience in planning, developing, implementing, and monitoring large-scale development programs and projects across multiple districts. ▪ Demonstrated experience in ensuring projects and programs are delivered on time, within budget, and according to approved work plans. ▪ Demonstrated ability to identify, manage, and mitigate risks and challenges in program and project implementation.

	<ul style="list-style-type: none"> ▪ Experience in providing guidance and capacity building to District Development Councils for effective program and project delivery ▪ Extensive knowledge of national priorities, the Pathway for the Development of Samoa (PDS) 2026/27-2030/31, and sustainability principles in program planning. ▪ Experience in measuring program and project outcomes to ensure effectiveness and inform future planning.
Financial Management	<ul style="list-style-type: none"> ▪ Demonstrates the ability Manage government funding responsibly and transparently. ▪ Ability to ensure compliance with financial regulations, reporting requirements, and approved expenditure categories. ▪ Demonstrates the ability to oversee the proper use of Program Grants and office operational funds. ▪ Ability to support District Development Councils in financial planning and management. ▪ Implement systems for regular financial monitoring and timely reporting ▪ Promote accountability and integrity in all financial matters related to the program.
Monitoring and Evaluation	<ul style="list-style-type: none"> ▪ Strong ability to design and implement monitoring frameworks for district development initiatives, ensuring alignment with the Pathway for the Development of Samoa (PDS) and national development priorities.
Stakeholder Engagement and Collaboration	<ul style="list-style-type: none"> ▪ Extensive experience in building strong partnerships with government ministries, development partners, and community stakeholders. ▪ Demonstrated ability to engage District Development Councils, village councils, and communities in planning, decision-making, a ▪ Demonstrated experience in resolving conflicts and maintaining productive relationships among diverse stakeholders. ▪ Ability to ensure inclusive participation of vulnerable groups, including women, youth, persons with disabilities, and other marginalized community members. ▪ Demonstrated ability to advocate effectively for district development priorities with external stakeholders.
Building Relationship	<ul style="list-style-type: none"> ▪ Proven experience managing large teams and complex organizational structures ▪ Ability to strengthen institutional capacity, operational systems and internal process. ▪ Experience implementing organizational reforms, change management initiatives, and performance management systems ▪ Strong ability to build a high-performance organizational culture focused on results and accountability ▪ Demonstrated experience in human resources development and workforce capacity building
Communication and Advocacy	<ul style="list-style-type: none"> ▪ Extensive experience in communicating program goals, progress, and results clearly to diverse audiences. ▪ Demonstrated ability to present complex information in a way that is understandable and actionable. ▪ Experience in preparing reports, briefings, and submissions for government, partners, and development agencies. ▪ Demonstrated experience in promoting the Authority’s mission and objectives in public forums, media, and community events. ▪ Strong ability to communicate effectively in the Fa‘asamoa, including engaging with Matai, village councils, and district communities to ensure programs are culturally appropriate, inclusive, and well-understood.

Problem Solving	<ul style="list-style-type: none"> ▪ Demonstrated ability to make timely and sound decisions under pressure. ▪ Ability to analyze complex situations and identify practical solutions. ▪ Ability to use evidence, data, and community feedback to inform decisions. ▪ Resolve challenges in program implementation and funding allocation. ▪ Apply good judgement in ethical, sensitive, and strategic matters.
Accountability and Transparency	<ul style="list-style-type: none"> ▪ The ability to implement robust reporting systems for program progress, finances, and outcomes. ▪ Accountability for achieving program objectives and performance targets. ▪ Ensuring district councils comply with guidelines, policies, and regulations. ▪ Regularly communicating progress and results to government, partners, and communities. ▪ Promoting openness in decision-making and ensuring community voices are considered.
Samoan Culture, Local Governance and District Knowledge	<ul style="list-style-type: none"> ▪ Extensive knowledge of Samoan culture, traditions, and community structures, ensuring culturally appropriate program design and delivery. ▪ Demonstrated experience in applying local governance principles to strengthen District Development Councils' planning and management. ▪ Strong understanding of the social, economic, and environmental context of Samoan districts to guide development initiatives. ▪ Ability to integrate traditional practices with modern development planning to ensure community ownership and sustainability.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ High ethical standards in managing public funds and prioritizing projects. ▪ The ability to make impartial decisions free from conflicts of interest. ▪ Commitment to fairness and accountability in the allocation of resources. ▪ Respect for confidentiality and sensitive community or organizational information. ▪ Consistent adherence to government policies, laws, and program guidelines.
Commitment & Personal Drive	<ul style="list-style-type: none"> ▪ Takes responsibility and initiates timely action to resolve issues ▪ Makes tough corporate decisions to achieve desired outcomes ▪ Accepts accountability for mistakes made in the organization and ensures corrective action is taken ▪ Demonstrates a strong dedication to achieving visible improvements in community development across all districts. ▪ Ability to ensure district initiatives are implemented on time and meet program objectives. ▪ The drive to inspire and motivate District Development Councils and staff to perform at a high level. ▪ A commitment to inclusive development for all community members, including vulnerable groups. ▪ Persistence in overcoming challenges related to program implementation, funding, and community engagement.
Good judgement and visionary mindset	<ul style="list-style-type: none"> ▪ The ability to set long-term goals aligned with national priorities (PDS) and the District Development Program. ▪ Identifying opportunities for innovation, improvement, and sustainable outcomes in district development. ▪ Making sound, evidence-based decisions that balance community needs, risks, and resources.

	<ul style="list-style-type: none"> ▪ Ensuring climate resilience, environmental sustainability, and long-term benefits are embedded in programs. ▪ Inspiring staff, councils, and stakeholders to focus on measurable social, economic, and environmental impact.
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 Public Administration, Development Studies, Project Management, Economics, Social Sciences or Governance.

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\$124,857.00 per annum before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	District Development Authority
Duration:	Three (3) years
Salary:	SAT\$124,857.00 per annum
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:	District Development Authority 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:	District Development Authority shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, District Development 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,
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 District Development Authority.