



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**CHIEF EXECUTIVE OFFICER
SAMOA NATIONAL PROVIDENT FUND**

(APRIL 2026)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application

Position Title	Chief Executive Officer		
Public Body	Samoa National Provident Fund		
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, SNPF 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 SNPF 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, SNPF 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 National Provident Fund 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 National Provident Fund 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 National Provident Fund Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 – Email kamilo.kelemete@mpe.gov.ws Beach Road, Apia</p>		
Closing Date	Thursday, 30th 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 WILL NOT 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 National Provident Fund VISION

A prosperous **TODAY** and a secure **TOMORROW**

Samoa National Provident Fund MISSION

To extend coverage to all workers; To provide efficient and effective services through best practices and To maximize returns to members

About the Samoa National Provident Fund

The Samoa National Provident Fund is a body corporate established under the National Provident Act, 1972. Its mandatory role, responsibility and authority are clearly stipulated under this Act which was amended by the Samoa National Provident Fund Amendment Act 2010. The Fund represents a company saving scheme for the purposes of retirement for all employees employed in Samoa or by a company or organization registered in Samoa. A minimum of 10% of gross income is paid by the employee with a matching 10% by the employer.

The Fund promotes compliance by employers, safeguards members contributions, and provides benefits including retirement, housing, permanent emigration and contributing to the long-term financial security and social protection of workforce.

SCOPE

	Management	Staff
STAFF #	10	148

POSITION DETAILS

Position Title: CHIEF EXECUTIVE OFFICER

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

Employer's Address: Apia Samoa

POSITION OBJECTIVES:

The CEO is the administrative head of the Samoa National Provident Fund who oversees the management and execution of the Fund's functions, roles and responsibilities in order to effectively and efficiently delivers its mandated services to its contributors and the public.

RESPONSIBLE TO:

1. The Board of Directors for:
 - a. Achievement of the objectives of the Corporate Plan, annual plans and annual budgets of the Fund.
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.

DUTIES:

The Chief Executive Officer will perform the following duties

Corporate Governance

1. Administer and coordinate all Board activities and to advise the Board in the execution of its duties and responsibilities in accordance with the NPF 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 encompassing policies, processes and people, which serve the needs of NPF members by directing and overseeing management activities with good business knowledge, objectivity, accountability and integrity while fostering and encouraging a healthy Board culture that safeguards policies and processes.

Strategic Management

3. Provide strategic policy advice to the Minister of Finance and the Board of Directors on all critical policy concerns taking into consideration a broad range of factors and emerging trends including their potential

implications and opportunities for the Fund's operations.

4. Promote and sustain an inclusive, proactive and enabling corporate culture to nurture a supportive working environment that contributes to the achievement of the Fund's objectives.
5. Develop and implement strategies to achieve the strategic targets of the Fund while taking leveraging benefits and opportunities available through innovation, new markets, technologies and processes.
6. Identify/Assess and Manage real or potential risks and threats to the Fund and develop strategies to minimize or eliminate these risks.
7. Oversee and monitor implementation of the Fund's Strategic/Corporate Plan, Annual Management Plans, Capability Plans, and Service Charter to ensure efficient and effective service delivery.
8. Ensure timely and accurate reporting, preparation and submission of:
 - Annual reports (including audited financial statements) to the Board of Directors Cabinet and Parliament as stipulated in the relevant act governing the operations of the Fund
 - Monthly Financial Performance & Operations Reports to the Board of Directors;
 - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;

Financial Management

9. Oversee the Fund's financial management and budget for effective implementation and accurate reporting.
10. Advise the Board of Directors through the Investment Committee, on development opportunities for investment activities to maximize returns and enhance income generation.
11. Assess the financial market conditions and trends and its influence on the Funds operations and identify opportunities for investments to diversify its portfolio while maximizing returns for the Fund.
12. Assess potential risks associated with the current investment options and implement strategies to reduce or eliminate these risks.
13. Administer the investment functions and policies of the Fund.
14. Administer the Parliament Pension scheme, the Senior Citizens Benefit scheme and the Disability Benefit scheme.
15. Review systems of internal controls protecting the Fund's finances and investment activities to ensure they are effective to reduce the likelihood of errors and fraud.
16. Ensure timely and accurate reporting on the financial performance and position of the Fund on a monthly basis and advise the Board of Directors on options to ensure that targeted revenue and net profit are achieved in order to fund appropriate dividends for members.

Legislation Administration

17. Administer the NPF Act 2010 in accordance with its provisions to ensure compliance, effective application and implementation for financial sustainability, continuity of operations and safeguard of assets and ensure that coverage includes all people in employment in Samoa.
18. Exercise the Funds powers under the Act to ensure that all people employed in Samoa are registered with NPF and that employers comply with their required contribution

Product & Services Administration

19. Administer all NPF products and services to its members and the general public.
20. Develop new innovative products and services or enhancement of existing products and services that will boost NPF's contribution to sustainable, inclusive economic and social development.
21. Carry out any other duties as directed by the Minister of Finance and the Board of Directors.

Key deliverables

Year 1

1. Oversee and monitor implementation of the Fund's Strategic/Corporate Plan, Annual Management Plans, Capability Plans, and Service Charter to ensure efficient and effective service delivery.
2. Increase coverage of the Provident Fund Scheme by implementing initiatives that expand participation among all eligible workers in Samoa including promotion of voluntary contribution schemes.
3. Strengthen the financial sustainability of the Fund by ensuring investment strategies and portfolio management achieves target of at least 8% for members during the planning period.
4. Develop and implement a medical healthcare insurance scheme for members, ensuring the scheme is

financially sustainable and accessible to members and their families.

Year 2

5. Oversee and optimize the Fund's offshore investment portfolio, including the existing investment managed through BlackRock in Australia, ensuring effective monitoring of performance, diversification, and management of foreign currency risks.
6. Undertake feasibility and development planning for a multi-story car park and conference facility, addressing infrastructure and parking limitations in the Apia town area while creating additional investment income streams for the Fund.
7. Oversee the development of the Samoa Village Resort and Bungalows project as part of the Fund's investment portfolio, ensuring strong commercial viability and long-term returns.
8. Develop and implement operational systems to support the People with Disabilities Scheme, ensuring efficient service delivery and inclusive coverage for eligible members.

Year 3

9. Enhance organizational capability and workforce capacity across all departments to support the Fund's long-term financial sustainability and service delivery.
10. Improve stakeholder engagement and member awareness, including the delivery of annual stakeholder consultations and outreach programs to increase understanding of the Fund's services and benefits.
11. Establish and operationalize an offsite backup facility to ensure secure storage and protection of all Fund records, information systems, and critical operational data.
12. Strengthen internal control systems, governance mechanisms, and operational procedures to minimize fraud, financial losses, and operational risks across the organization.
13. Develop and implement cross-investment partnerships with other National Provident Funds in the Pacific region, including identifying joint investment opportunities that strengthen regional collaboration and improve returns for members.

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 Fund and inspires a sense of shared purpose that drives its long-term strategic direction. ▪ Demonstrated experience leading large, complex organizations, preferably in the financial, investment or public sector ▪ 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 ▪ Ability to ensure organizational operations comply with legislative, regulatory and public accountability requirements. ▪ Strong decision-making and leadership capability in complex institutional environments ▪
Financial Management and Investment Strategy	<ul style="list-style-type: none"> ▪ Extensive Extensive experience managing large investment portfolios or institutional funds. ▪ Strong knowledge of investment management, asset diversification, and financial market trends. ▪ Demonstrated ability to oversee offshore investments and partnerships

	<p>with international fund managers.</p> <ul style="list-style-type: none"> ▪ Experience ensuring strong financial performance, sustainability, and return on investments. ▪ Ability to interpret and analyse financial statements, investment reports, and risk analysis. ▪ Knowledge of risk management frameworks and financial governance standards.
Knowledge of Provident Fund and Social Systems	<ul style="list-style-type: none"> ▪ Strong understanding of provident fund, pension, or social security systems. ▪ Knowledge of public financial management and statutory body operations. ▪ Familiarity with financial sector regulations and compliance requirements. ▪ Understanding of economic and development priorities in Samoa and the Pacific region. ▪ Experience working within or closely with public sector institutions or statutory bodies. ▪ Ability to align organizational strategies with national economic and social development objectives.
Infrastructure and Investment Project Development	<ul style="list-style-type: none"> ▪ Demonstrated experience leading or overseeing major capital investments or infrastructure projects. ▪ Strong understanding of feasibility analysis, investment appraisal, and commercial project development. ▪ Experience managing multi-million-dollar projects including property development or infrastructure initiatives. ▪ Ability to oversee complex investment ventures and ensure financial viability. ▪ Experience managing projects involving multiple stakeholders including government and private sector partners. ▪ Strong capability in ensuring projects are delivered within budget, on schedule, and aligned with strategic objectives.
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 ▪ Ability to manage resources effectively and improve organizational efficiency and service delivery
Stakeholder Engagement and Regional Collaboration	<ul style="list-style-type: none"> ▪ Demonstrated experience working with government agencies, financial institutions, and development partners. ▪ Strong ability to develop and maintain strategic partnerships at national and regional levels. ▪ Experience representing organizations in regional and international financial or development forums. ▪ Proven ability to engage with Boards, policymakers, and stakeholders on strategic and financial matters. ▪ Experience negotiating investment partnerships and collaborative agreements. ▪ Strong communication and relationship management skills.

PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ Possess appropriate values and belief in what is best for the common good, including respect of the Samoan culture and traditions. ▪ Personifies values of honesty, integrity, impartiality, trust, transparency accountability. ▪ Demonstrate self-awareness and commitment to personal development. ▪ Serves the Government of the day irrespective of personal preferences
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
Judgment / Intelligence / Commonsense	<ul style="list-style-type: none"> ▪ Analytical, proactive, innovative and able to conceptualize strategic issues faced by the National Provident Fund and apply appropriate and cost-effective solutions. ▪ 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 National Provident Fund 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"> ▪ Generates and employs original ideas, tackling both simple and complex problems consistently ▪ 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 ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change ▪ 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 National Provident Fund.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in management or leadership with a minimum of eight (8) years of services in public or private service including the following areas, managerial experience in finance & financial analysis, investment portfolio management, banking, accounting or economics as well as in project management, public sector management & policy reforms, and relationship building
ACADEMIC QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Accounting, Finance, Economics, Business Management and Public or Business Administration

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 National Provident Fund
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 National Provident Fund 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 National Provident Fund shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Samoa National Provident Fund, 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 National Provident Fund