



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**CHIEF EXECUTIVE OFFICER
SAMOA INTERNATIONAL FINANCE AUTHORITY**

(JUNE)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	Chief Executive Officer		
Public Body	Samoa International Authority (“SIFA”)		
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, SIFA 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 SIFA 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. 		
Applications must be marked	<p>Applications must be marked “Confidential – Application for CHIEF EXECUTIVE OFFICER, Samoa International Finance Authority”</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>and addressed to: The Chairperson Board of Director Samoa International Finance Authority Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>and delivered to MPE Office Address: Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia</p> </td> </tr> </table>	<p>and addressed to: The Chairperson Board of Director Samoa International Finance Authority Apia, Samoa</p>	<p>and delivered to MPE Office Address: Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia</p>
<p>and addressed to: The Chairperson Board of Director Samoa International Finance Authority Apia, Samoa</p>	<p>and delivered to MPE Office Address: Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia</p>		
Closing Date	Friday, 17th July 2026 @ 4:00PM		
Late Applications	Electronic Applications can be submitted via email kamilo.kelemete@mpe.gov.ws . Incomplete and Late Applications <u>WILL NOT</u> be accepted.		

JOB DESCRIPTION

BACKGROUND

The Samoa International Finance Authority is a Public Trading Body established in 2005 under the Samoa International Finance Authority Act, SIFA functions as the dedicated regulator and registry for Samoa's international finance sector. Its mandate includes ensuring compliance with international standards to maintain Samoa's reputation as a credible financial hub while offering modern wealth management solutions to global investors.

Representing the Government of Samoa, SIFA maintains active memberships in major international organizations such as the UN, IMF, and ADB. We also hold key positions within supervisory bodies including GIFCS, IAIS, and the OECD Peer Review Group to ensure robust governance and global coordination.

The Authority operates under the oversight of a Board of Directors and is accountable to the Government through the Minister of Finance.

VISION

Moving with the Times

MISSION

Ensure Samoa remains a reputable and innovative international finance centre

SCOPE

	Management	Staff
STAFF #	5	51

POSITION DETAILS

Position Title: Chief Executive Officer	Position Code: N/A
Salary Band: Band B	Position Salary- (CEO GRADE B: SAT \$124,857.00 – \$131,722.00) per annum

Location: Level 6, Development Bank of Samoa Building, Apia, Samoa

ACCOUNTABILITY

Section (10) of the SIFA Act 2005 states that the Chief Executive Officer (“the CEO”):

1. Report directly to the Board and Minister; and
2. Perform other functions and exercise such other powers as are from time to time conferred by this or any other Act or regulation

POSITION OBJECTIVES

The Chief Executive Officer is the administrative head of the Samoa International Finance Authority, and is responsible for providing strategic leadership and operational management to promote, develop and regulate Samoa's international services sector. The CEO reports directly to the Minister and the Board of Directors and is accountable for ensuring the Authority's objectives are achieved in alignment with national policies and regulations.

DUTIES AND MAIN RESPONSIBILITIES

Key Responsibilities

1. Ensure the effective monitoring and supervision of international financial services operations within Samoa, maintaining compliance with established standards and regulations.
2. Safeguard and enhance the reputation of Samoa as a reputable and reliable international financial services center.
3. Facilitate and promote coordination and collaboration among public sector agencies, private sector entities, and non-governmental organizations involved in international financial services. Lead initiatives to market and promote Samoa as an attractive destination for international financial services.
4. Develop and recommend strategies for the creation and improvement of facilities that will strengthen Samoa's position as a global financial hub.
5. Provide expert advice and formulate recommendations to the Government, through the Minister and

Board, on legislative amendments, reforms, or new legislation related to international financial services.

6. Formulate and implement national policies, objectives, and priorities to ensure the orderly and sustainable development of international financial services in Samoa.
7. Manage the administration of international financial services legislation, including the collection of all applicable fees, charges, and revenue, ensuring transparency and accountability.
8. Advise the Minister and Board of Directors on all matters related to international financial services, providing timely and strategic insights.
9. Execute any additional functions in relations to international financial services directed by the Head of State through formal Orders, ensuring alignment with national objectives.
10. Report regularly to the Minister and Board of Directors on the Authority's activities, performance and strategic initiatives.

Financial Management and Revenue oversight

11. Monitor and optimize revenue streams from:
 - a. Company registrations and renewals
 - b. Licensing of trustee companies and service providers
 - c. Offshore financial products and services and other income streams
12. Safeguard all assets of the Authority and maintain strong internal financial controls.

Corporate Governance and Administration

13. Monitor and supervise the conduct of international financial services provided by the Authority, ensuring proper collection recording and accounting of all fees and charges.
14. Ensure coordination and cooperation between the public sector agencies, private sectors entities and non-government organizations involved in international financial services.
15. Uphold high standards of corporate governance, transparency, accountability and ethical conduct across the Authority.

Strategic Leadership and Policy Advisory

16. Monitor international development and proactively advise on risks arising from global regulatory changes and assessments of external listings.
17. Ensure alignment of the Authority's operations with national development priorities and government policy directions.
18. Oversee development and continuous improvement of the Online Registration System (SRS) to ensure efficient, secure, and fully electronic service delivery.
19. Ensure timely and accurate reporting, preparation and submission of:
 - a) 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 Authority;
 - b) Monthly Financial Performance & Operations Reports to the SIFA Board of Directors;
 - c) Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders.

Registry and Service Administration

20. Oversee the registration, licensing and supervision of entities established under SIFA administered legislation, including International Business Companies (IBC), trustee companies' partnerships and foundations.
21. Administer all SIFA products and services to its members and the general public.
22. Develop new innovative products and services including ESG-linked instruments and digital asset frameworks while enhancing existing products and services to ensure they drive sustainable revenue and support Samoas inclusive social and economic development.

Stakeholder Engagement and International Representation

23. Liaise with international and regional organizations such as the International Monetary Fund (IMF),

Asia Pacific Group (APG) on money laundering etc) regarding the need to consult any research or commissioned studies on Samoa's international business sectors and related services.

24. Represent SIFA and the Government of Samoa in regional and international forums relating to international finance services

Legislation Administration

25. Administer the Samoa International Finance Act 2005 in accordance with its provisions to ensure compliance, effective application and implementation for financial sustainability, continuity of operations and safeguard of assets.

KEY DELIVERABLES

1. Ensure the full implementation of SIFA Corporate Plan (2025–2027) by 31 December 2027, achieving 100% of strategic objectives within the approved timeframes, while maintain long-term sustainability and institutional integrity.
2. Review and Strategic Planning for Next Corporate Plan. Facilitate a comprehensive review of the current Corporate Plan (2025-2027) and develop a strategic outline for the subsequent SIFA Corporate Plan, by December 31, 2027.
3. Oversee the implementation of marketing and business development initiatives to secure at least 3 new strategic growth opportunities and enter at least 2 new markets to expand revenue base, by June 2027.
4. Ensure the preparation, accuracy, and timely submission of the Authority's annual reports, including audited financial statements, to the Board of Directors, Cabinet, and Parliament by the statutory deadline. (e.g., 30th October every year).
5. Prepare and submit comprehensive quarterly reports to the Ministry for Public Enterprises and other identified stakeholders, covering financial, operational, and strategic performance metrics, within the stipulated deadlines (e.g., within 30 days after each quarter-end).
6. Oversee the registration and licensing of at least 95% of eligible IBCs, trustee companies, partnerships, and foundations within stipulated timeframes, with compliance reports reviewed quarterly, by December 31, 2028.
7. Achieve a 10% increase in revenue from company registrations and renewals annually by implementing targeted marketing strategies and process efficiencies, measured by quarterly financial reports, by May 31, 2028.

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 inspires a sense of shared purpose that drives its long-term strategic direction. ▪ 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 complies with international standards legislative, regulatory and public accountability requirements. ▪ Strong decision-making and leadership capability in complex institutional environments ▪ Understanding of Offshore financial structures including IBCs, trust and

	corporate service providers
International Finance, Regulatory & Financial Management	<ul style="list-style-type: none"> ▪ Extensive experience in regulatory oversight and commercial investment ▪ Deep understanding of the FATF 40 Recommendations and OECD tax transparency standards ▪ Proficiency in International Financial reporting Standards (IFRS) and public sector financial management ▪ Demonstrated experience leading large, complex organizations, preferably in international financial services ▪ Strong working knowledge of offshore financial structures ▪ Proven understanding of regulatory standards including AML/CFT and transparency requirements ▪ Demonstrated experience in financial management, including budgeting, forecasting, financial reporting and revenue oversight ▪ Awareness of Global trends and challenges affecting international finance sectors and their financial implications
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 International Collaboration	<ul style="list-style-type: none"> ▪ Demonstrated ability to build and maintain relationships with government, private sector and international stakeholders ▪ Strong communication, negotiation and representation skills in both local and international contexts ▪ Ability to represent the organization credibly at regional and global forums
Delivers / achieves results / outcomes	<ul style="list-style-type: none"> ▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations. ▪ Drives an efficient and effective system of planning, progress reporting, monitoring and evaluating of results ▪ Stimulate and sustain a culture of accountability and transparency.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	<ul style="list-style-type: none"> ▪ Holds appropriate values and belief in what is best for the common good, including respect of the Samoan culture & traditions. ▪ 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
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 Authority and apply appropriate and cost-effective solutions ▪ Has the functional and technical knowledge to carry out the Chief Executive Officer's duties to a high level of accomplishment

	<ul style="list-style-type: none"> ▪ 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 Authority.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTORS
	<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 in the following areas: <ul style="list-style-type: none"> • Professional & managerial experience in international finance systems. • Strong financial ability and investment management experience. ▪ An in-depth knowledge and understanding of the Samoa International Finance Authority principal and amended legislations.
ACADEMIC QUALIFICATION	DESCRIPTORS
	<ul style="list-style-type: none"> ▪ Minimum qualification of a Bachelor degree from a recognized tertiary institution in Law and/or Commerce or other related Fields relevant to the position.

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 (<u>CEO GRADE B: SAT \$124,857.00 – \$131,722.00</u>) per annum, before tax. This amount is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Samoa International Finance Authority
Duration:	Three (3) years
Salary:	(<u>CEO GRADE B: SAT \$124,857.00 – \$131,722.00</u>) per annum
Hours of Attendance:	The standard hours of attendance are 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:	<p>The Employer will provide a vehicle for the Employee to use for business and private use in accordance with current 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.</p> <p>Where a vehicle to which the Employee is entitled is damaged or written off whilst used in a private capacity in breach of the Government’s prevailing motor vehicle policy and relevant legislation, the Employee must be wholly responsible for repairing damage to the vehicle or the cost of the vehicle at replacement value and must be a debt owed by the Employee to the Employer.</p>
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:	The Samoa International Finance 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:	The Samoa International Finance Authority shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Samoa International Finance 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	A successful candidate recruited from overseas is responsible for all costs

Recruited Staff:	associated with relocation and will not be the responsibility of the Land Transport Authority.
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