



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

CHIEF EXECUTIVE OFFICER
SCIENTIFIC RESEARCH ORGANISATION OF SAMOA

(AUGUST 2026)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	Chief Executive Officer
Public Body	Scientific Research Organisation of Samoa (“SROS”)
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	<u>All Applicants</u> are required to submit the following: 1. A Cover Letter: (i) Expressing interest in the Chief Executive Officer, SROS 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: (i) Details of all your current and previous work history, including the following information: (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	By signing the Authorization Form you are: • Consenting to the Ministry for Public Enterprises and SROS 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	Applications must be marked “Confidential – Application for CHIEF EXECUTIVE OFFICER, Scientific Research Organisation of Samoa” and addressed to: The Chairperson Board of Director Scientific Research Organisation of Samoa Apia, Samoa and delivered to MPE Office Address: Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia
Closing Date	Friday, 4th September 2026 at 4:00PM <i>Previous applicants NEED NOT TO REAPPLY</i>
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 Scientific Research Organisation of Samoa (“the SROS”) was established in 2006 by the Government of Samoa. The SROS was originally focused on value added products and renewable energy, SROS has evolved to address emerging challenges. The organisation expanded research portfolio now includes:

- (i) **Agriculture:** SROS will undertake comprehensive pre-harvest and post-harvest research to enhance food security, productivity, and competitiveness. Key focus area includes climate-smart practices, innovation in crop production, pest and disease management, soil fertility, and drought resilience. Our goal is to improve agricultural resilience and farmer livelihoods through sustainable land management and value addition. .
- (ii) **Environment & Renewable Energy Research:** The organization will drive innovation in environmental sustainability and climate resilience. This includes research into renewable energy solutions such as biogas systems, biomass utilization, and battery energy storage systems, alongside waste-to-energy and circular economy initiatives. SROS is committed to ecosystem restoration, water management, and low-carbon technologies to support Samoa’s transition to a sustainable economy. (iii)
- (iii) **Natural Products:** Our research will focus on Samoa biological resources, including medicinal plants and marine bioresources. SROS aims to advance biotechnology, nutraceuticals, and pharmaceuticals while scientifically validating traditional medicinal practices. These initiatives will ensure the sustainable use of biodiversity, protect indigenous knowledge, and manage intellectual property to promote equitable benefits sharing.
- (iv) **Commercialization:** SROS will facilitate the translation of research into commercially viable products to enhance market access and export competitiveness. This includes supporting the prototyping and scaling of products derived from local resources, as well as fostering technology transfer, business incubation, and industry partnership. Our focus remains on the responsible commercial utilization of Samoa’s resources to ensure sustainable development. Furthermore, SROS has increased its technical testing scope to assist the public and Government with international standard compliance and border security. As one of only three internationally accredited laboratories in the Pacific Island Countries and Territories, SROS plays a vital role in meeting international standards for quality, safety, and regulatory compliance. The Organisation’s advanced technical testing and analytical capabilities serve the Government, private sector, and broader community by facilitating food safety, biosecurity, environmental monitoring, product certification, quality assurance, and conformity assessment. These functions are essential for supporting international trade, enhancing market access, and boosting export competitiveness. SROS contributes significantly to biosecurity and border protection by providing scientific testing and expertise that underpin biosecurity surveillance, quarantine measures, and import/export compliance.

SROS is comprised of six technical divisions supported by corporate services. The Organisation maintains a strong, objective-driven workforce, having achieved a 95% completion rate in its last corporate plan. SROS commitment to transparency is reflected in its consistent compliance with Government financial requirements and successful audits. Looking ahead, SROS is focused on strengthening multidisciplinary and cross-sector research, accelerating digital transformation and the adoption of emerging technologies, and fostering strategic partnerships with national and international research institutions, industry players, development partners, and academia. The Organisation is dedicated to capacity building, enhancing scientific capabilities, and continuously improving its performance management, research governance, and quality assurance frameworks. These efforts ensure that SROS remains responsive to emerging national priorities, supports evidence-based policymaking, and adheres to internationally recognized standards for research, laboratory accreditation, and operational excellence.

VISION

A food secure, healthy and prosperous Samoa sustainably development through science, technology & innovation.

MISSION

To conduct scientific research & services to improve food security, health, livelihoods and environment for a safe & secure Samoa.

SCOPE

	Management	Staff
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STAFF #	8	88
POSITION DETAILS		
Position Title: Chief Executive Officer	Position Code: NA	
Salary Band: Band C	Position Salary: (CEO GRADE C: SAT\$122,628.00 – SAT\$127,105.00) per annum.	
Location:		
ACCOUNTABILITY		
Section 10 (2) of the Scientific Research Organisation of Samoa Act 2006 (‘the SROS Act 2026’) states that the Chief Executive Officer shall be responsible to the Minister and the Board of Directors (‘the Board’) for the following:		
1. The efficient, effective, and economical administration of the Organisation in accordance with its related legislation; and 2. The efficient and competent leadership and management of all employees of the Organisation in accordance with requirements determined by the Board, related legislation, and Board policies.		
POSITION OBJECTIVES		
The Chief Executive Officer serves as the administrative head of the SROS, and she/he is responsible for the following functions as specified under Section 11 of the SROS Act 2006:		
1. Managing the Organisation subject to Board resolutions. 2. Developing work plans to identify research priorities. 3. Formulating the annual budget. 4. Supervising staff and programmes. 5. Facilitating involvement from the private and business sectors in programmes. 6. Exploring investment opportunities in activities undertaken by the Organisation. 7. Encouraging and facilitating the publication of the Organisation’s findings. 8. Promoting public awareness, support, and participation in research and development.		
DUTIES AND MAIN RESPONSIBILITIES		
1. Lead and manage the daily operation of the Organisation in achieving its’ principal function as prescribed in the SROS Act 2008, and corporate objectives in the SROS Corporate Plan 2025-2027, and report to the Board accordingly. 2. Provide strategic advice to the Minister and the Board on all research & development issues. 3. Design, lead and implement all scientific and technical research programs initially in food and plant postharvest technologies and other areas (e.g. renewable energy, medicinal plants, etc.) that add value to local resources and services that are approved by the Board. 4. Coordinate the transfer of research findings into commercial products and ensure all research materials and findings are properly documented and achieved for future projects. 5. Lead the development of functional prototypes of products and processes based on the local and overseas market. 6. Work collaboratively with all sectors on identifying potential research projects and formulating appropriate policies and strategies for the consideration of the Board. 7. Devise and implement strategies to further develop, extend and strengthen the Organisation’s technical (e.g IANZ- accredited food & food product testing, narcotics testing, pesticide residues testing etc) and consultancy (e.g food technology, plant postharvest technologies, renewable energy, environment, etc) services to diversify income stream of the Organisation. 8. Lead and manage the Organisation’s budget and ensure financial plans are implemented in line with governing legislation and that the control measures and systems are in place to ensure all the Organisation’s facilities and resources are well utilized, safeguarded and maintained. 9. Work collaboratively and strategically in facilitating private sector participation in Research & Development programs as well as facilitating private research funding.. 10. Develop and implement relevant plan for the Organisation and ensure all the Organisation’s assets and		

resources are managed prudently and legally.

11. Formulate a workforce succession plan to ensure availability of qualified personnel for the smooth maintenance and future sustainability of the Organisation's operations.
12. Ensure the mandated and timely preparation and submission of:
 - ✓ Annual reports (including audited financial statements) to the Board of Directors, Cabinet and Parliaments;
 - ✓ Monthly Financial reports to the Board, and
 - ✓ Quarterly reports to the Ministry of Finance, Ministry for Public Enterprises and other relevant key stakeholders
13. Formulate and implement policies to facilitate the involvement of science research students and scientists in SROS programs.
14. Initiate and ensure the constant provision of required research equipment and other physical assets for the smooth operation of all Research & Development programs.
15. Initiate and develop Research & Development public seminars and publication for public awareness and information.
16. Achieve and promote marketing, both national and international in support of Research & Development programs and products.
17. Ensure that all appropriate right of Research & Development programs' findings and products are patented and protected.
18. Lead and promote research programmes in climate-smart agriculture, sustainable farming systems, food security, and agricultural resilience to support Samoa's national development priorities and climate change adaptation strategies.
19. Strengthen research on crop protection through the surveillance, prevention and management of insect pests, plant diseases, invasive species and emerging biosecurity threats affecting both annual and perennial crops, while promoting integrated pest and disease management practices.
20. Lead scientific research on sustainable soil fertility management, soil health restoration, integrated nutrient management, conservation agriculture, water-use efficiency and other sustainable land management practices that improve agricultural productivity and environmental sustainability.
21. Promote research, innovation and technology development in renewable energy, circular bioeconomy, waste-to-resource technologies, biomass utilisation, biogas systems, battery energy storage and other sustainable technologies that contribute to Samoa's green economy.
22. Foster national, regional and international research partnerships with Government Ministries, universities, research institutions, development partners, farming communities and the private sector to strengthen scientific collaboration, innovation, technology transfer and capacity development.
23. Promote the application of digital technologies, remote sensing, geographic information systems (GIS), artificial intelligence, precision agriculture and data analytics to enhance research capability, evidence-based decision-making and the delivery of scientific services.
24. Ensure research programmes support national policy development through the provision of scientific advice, technical expertise and evidence-based solutions that strengthen food and nutrition security, environmental protection, public health, climate resilience and sustainable economic development.

KEY DELIVERABLES

- A. Ensuring successful and effective implementation of the SROS Corporate Plan (2025 - 2027) which integrates resilient strategic actions in the provision of quality research and development as well as internationally accredited but affordable scientific services, responding to issues and challenges currently encountered by our people.
- B. By end of 2027, facilitate the review of the current Corporate Plan (2025-2027) and outline the subsequent steps and strategic objectives for the next SROS Corporate Plan.

- C. Ensure that annual funding is secured and approved for staff continuous education, leadership development, and technical skills upgrading.
- D. Ensure that the following projects are completed by their respective deadlines. Once finalized, provide the necessary submissions to the Donors and the SROS Board of Directors:
- 1) Managing Invasive Species for Climate Change Adaption in the Pacific (MISCCAP) (July 2026);
 - 2) Solar Energy Storage (Battery) Project (December 2026);
 - 3) Adopting a gender-inclusive participatory approach to reducing horticultural food loss in the Pacific (June 2026);
 - 4) Sustainable agricultural intensification systems for climate resilient development in Pacific Island Countries (December 2026);
 - 5) Enhancing the management of antimicrobial resistance in Fiji and Samoa (December 2027);
 - 6) Harnessing the antiviral activities of Samoan traditional medicines (December 2028);
 - 7) Upscaling benefits of sustainable management of Antimicrobial Resistance (AMR) in the Pacific Region (30 June 2027).

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership and Corporate Governance	▪ Articulates a clear vision of the Organization inspires a sense of shared purpose and direction and drives the Organization's vision and long-term direction. ▪ Ability to recognize opportunities that the Organization can utilize to secure resources from local and international sources to support implementation of its programs and the strengths and potentials of its personnel in meeting the Organization's vision and goals. ▪ Ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies to inform policy and operation reforms. ▪ Considers emerging trends and multiple perspectives when assessing impact, long-term opportunities and viable solutions. ▪ Drives and sustains a performance culture and inspires a strong desire to succeed and work towards goal accomplishments. ▪ Demonstrates understanding of management principles particularly in an education environment. ▪ Has good command skills and encourages internal feedback and external assessment for improving the Organization's performance and take personal responsibility for outcomes. ▪ Build effective teams and relevant systems within the Organization to ensure effective and efficient operations. ▪ Ability to acquire and administer resources (human, financial, material, information) in a manner that instils public trust and accomplishes the Organization's goals.
Building Relationships	▪ Nurtures internal and external relationship ▪ Values individual's differences, strengths and potential and harness these to achieve the Organization's goal ▪ Develops guides and monitors employees. ▪ Drives a culture of collaboration, participation and recognizes importance of consultation, stakeholder engagement and fostering teamwork. ▪ Communicates the big picture clearly to a wide range of internal and

	external audience with precision, confidence and in an articulate manner. ▪ Empowers, mentors and engages staff in activities to sustain morale and encourage regular feedback and recognition of achievement.
Stakeholder engagement and International Collaboration	▪ 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	▪ Drives a culture of achievement and commitment to achieving outcomes beyond expectations. ▪ Drives an efficient and effective system of planning, reporting progress, monitoring and evaluating of results. ▪ Stimulate / create a culture of accountability and transparency. ▪ Uses workforce planning to develop and maintain the capability to deliver services effectively.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity/Ethics	▪ 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.
Commitment & Personal Drive	▪ 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.
Intellect & Judgment	▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Organization 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 Organization is ready to respond at all times to small scale incidents and national disasters. ▪ Has the functional and technical knowledge to carry out the Chief Executive Officer'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 & Innovation	▪ 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 unafraid 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 Organization.

EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTORS
	▪ Proven experience in leadership with a minimum of eight (8) years of service at a senior management level. ▪ Proven work history in conducting scientific & technical research and attracting research funding for scientific research projects.
ACADEMIC QUALIFICATION	DESCRIPTORS
	▪ Minimum qualification of a Bachelor degree or higher from a recognized tertiary institution in Science in at least two of the following disciplines: ✓ Food Science and Technology, ✓ Renewable Energy, Biotechnology, ✓ Quality Management Systems, ✓ Agricultural Sciences, ✓ Agriculture Sciences, ✓ Product Development; or, ✓ other related science disciplines relevant to this position.

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	▪ The position is for a period of three (3) years. ▪ The salary for the position is (CEO GRADE C: SAT \$122,628.00 – \$127,105.00) 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:	Scientific Research Organisation of Samoa
Duration:	Three (3) years
Salary:	(CEO GRADE C: SAT \$122,628.00 – \$127,105.00) 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:	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. 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.
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 Scientific Research Organisation of Samoa 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 Scientific Research Organisation of Samoa shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Scientific Research Organisation 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,
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 Scientific Research Organization of Samoa.