



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

**GENERAL MANAGER
SAMOA AIRPORT AUTHORITY**

(SEPTEMBER)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	General Manager
Public Body	Samoa Airport Authority (“SAA”)
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 General Manager, SAA position; and (ii) Availability to start employment, if appointed. 2. GM’s Application Form and Statement against the selection criteria (position specific competencies); 3. Police Clearance Report obtained from the Ministry of Police and Prisons (must be dated within the last 12 months); 4. 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. 5. 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 SAA 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 General Manager, Samoa Airport Authority” and addressed to: The Chairperson Board of Director Samoa Airport Authority Apia, Samoa and delivered to MPE Office Address: Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia
Closing Date	Monday, 5th October 2026 at 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 Airport Authority (SAA) is a State-owned public body established under the Airport Authority Act 2012. The Authority is responsible for the establishment, improvement, maintenance, operation and management of airports under its control, and for providing services and facilities relating to the operation of aircraft and aviation-related services in accordance with the Airport Authority Act 2012 and the Civil Aviation Act 1998

The Authority manages Samoa's four (4) public airports

1. Faleolo International Airport (Upolu)
2. Fagalii International Airport (Upolu)
3. Maota Airport (Savaii)
4. Asau Airport (Savaii)

Faleolo International Airport serves as Samoa's principal international gateway, while Fagalii, Maota and Asau support domestic air services and connectivity within American Samoa and Savai'i.

The Authority ensures the provision of safe, secure, efficient, reliable and sustainable airport services and infrastructure that support Samoa's national development, economic activity, tourism, trade and connectivity. The Authority is responsible for maintaining airport operations and infrastructure in accordance with applicable legislation, aviation standards and practices, while ensuring that airport users receive quality and efficient services.

The SAA Corporate Plan 2025–2027 provides the strategic direction for the Authority and positions SAA towards becoming a safer, sustainable and resilient hub of air travel in the Pacific Region. Its strategic focus includes strengthening aviation safety and security, sustaining essential services, improving the travelling experience, developing resilient airport infrastructure, strengthening organizational capability and ensuring the financial and commercial sustainability of the Authority.

As a key national infrastructure provider, SAA operates in an environment requiring continued investment in airport infrastructure, safety and security systems, technology, climate resilience and service improvements. The Authority must also maintain sound financial management and maximize appropriate commercial opportunities to support the sustainability of its airport operations

VISION

To be the Leading Hub of air travel in the Pacific Region

MISSION

To comply fully with all applicable legislations, standards and practices to enhance safety and sustain profitable service delivery for an exceptional travelling experience.

SCOPE

	Management	Staff
STAFF #	10	460

POSITION DETAILS

Position Title: General Manager	Position Code : N/A
Salary Band: Band B	Position Salary- SAT \$124,857.00 – SAT \$131,722.00 p.a

Location: FALEOLO

ACCOUNTABILITY

Section 19 (3) of the Airport Authority Act 2012 states the General Manager will be accountable to the Board for the effective and efficient management of the Samoa Airport Authority and for delivering the Authority's statutory functions and strategic objectives, including the successful implementation of the SAA Corporate Plan 2025-2027.

POSITION OBJECTIVES

The General Manager will be expected to maintain the highest standards of aviation safety, security, regulatory compliance, and operational resilience. Key responsibilities include strengthening SAA's financial sustainability and commercial performance, delivering priority infrastructure and asset development programmes, and improving the customer and stakeholder experience. Additionally, the role involves building organisational capability and positioning SAA as a safe, resilient, commercially sustainable, and competitive aviation hub for Samoa and the Pacific.

DUTIES AND MAIN RESPONSIBILITIES

1. Oversee, control and manage the operations of the Authority.
2. Oversee and control the SAA annual budget, cash resources, debt and financial obligations, asset acquisition and servicing; ensuring the Authority complies with all the relevant requirements under the Airport Authority Act 2012, Public Finance Management Act 2001 and the Public Bodies Act 2001, and any amendments thereto.
3. Ensure that all the "certificated" aviation services provided by the Authority for the safety, security and regularity of air transport are maintained to established standards with systems/processes in place to sustain continued compliance.
4. Ensure the mandated and timely preparation and submissions of:
 - Annual Reports to Parliaments
 - Monthly Financial Reports to the Board, and
 - Quarterly Reports to the Ministry for Public Enterprise and other relevant key stakeholders
5. Ensure the production and implementation of SAA strategic plans that are compliant with Government of Samoa's legislated requirements, including their timely submission to appropriate stakeholders.
6. In consultation with the Chairman of the Board, establish dates and times for Board meetings and notify Board members.
7. Provide comprehensive, accurate, timely and relevant information to assist Board deliberations.
8. Attend Parliament sittings, Cabinet Development Committee meetings and provide regular debriefings to the Minister MWTI on SAA works and progress
9. Ensure adequate and cost effective numbers of staff are employed to carry out the mandated functions of the Authority and ensure employment conditions are in compliant with Labour and OSH Acts.
10. Ensure annual performance appraisal reports for Contractual staff are completed, discussed with the appropriate staff and submitted for Board endorsement and or information
11. Ensure permanent staff performances are assessed, reviewed and rewarded accordingly under a performance management system (PMS)
12. Ensure that SAA policies are established and implemented to ensure staffs receive adequate and cost effective training and periodically review and establish suitable recommendations to the Board for levels of staff remuneration.
13. Periodically review and implement the Authority's Finance, IT, Administration Policy manuals and make appropriate recommendations to the Board to ensure that policies are relevant and in line with Government's best practices.
14. Review and implement relevant policies that enable a safe and secure working environment for SAA employees.
15. Ensure preparation of annual estimates for income, maintenance expenditure and capital expenditure for the approval of the Board and implement approved capital works.
16. Establish appropriate systems to ensure that the Airport Authority receives payment for its services.
17. Ensure that SAA financial accounts are audited in accordance with legislated timeframes and available for review by the Board.
18. Require strict adherence to audit standards ensuring timely submission of audit reports to the authority without delay
19. Foster a culture of compliance with rules, policies and standards and ensure management grants auditors unrestricted access to records, personnel, and systems to facilitate timely audits
20. Administer all airport contracts and develop tenancies and concessions.
21. Chair the Airport Security and Airport Safety & Facilitation Committees
22. Ensure that operational policies and procedures are established and implemented to ensure that the Authority's operation is of a high standard.
23. Ensure that a fixed asset policy is established and implemented and plant and equipment are maintained to appropriate standards.
24. Maintain, review and make recommendations to the Board for an adequate and functional fleet of vehicles

- including appropriate rescue fire vehicles to maintain appropriate airport rescue fire category.
25. Responsible for SAA PR and liaisons with external organisations to further the interests of the Authority.
26. Carry out any other legal duties as directed by the Minister and/or Board

KEY DELIVERABLES

1. Provide strong executive leadership to ensure the effective implementation, monitoring and completion of the strategic priorities and initiatives contained within the SAA Corporate Plan 2025–2027.
2. Maintain and continuously strengthen SAA's safety, security, regulatory compliance and operational resilience across all airports under the Authority's control.
3. Improve the financial sustainability, revenue generation and commercial performance of the Authority while maintaining affordability and service quality.
4. Position SAA as a high-quality, customer-focused airport operator providing safe, efficient, welcoming and internationally competitive passenger services.
5. Work with Government, airlines, tourism stakeholders and regional/international aviation partners to strengthen Samoa's air connectivity and position Samoa as an increasingly attractive aviation hub in the Pacific.
6. Build a high-performing, accountable and professionally capable SAA workforce aligned to the Authority's strategic objectives.
7. Accelerate the use of technology, data and digital systems to improve airport efficiency, customer service, security, financial management and decision-making.
8. Strengthen the environmental sustainability and climate resilience of SAA's airports and infrastructure.
9. Maintain the highest standards of corporate governance, transparency, accountability and relationship management with the Board, Government, regulators and key stakeholders.

SELECTION CRITERIA

POSITION SPECIFIC COMPETENCIES	
SKILLS AND ABILITIES	DESCRIPTORS
Strategic Thinking	• Articulates a clear vision of the Authority and inspires a sense of shared purpose that drives the Authority's vision and long-term direction • Ability to recognize opportunities that the Authority 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 Authority'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 a civil engineering or aviation transport related environment. • Has good command skills and encourages internal feedback and external assessment for improving the Authority's performance and take personal responsibility for outcomes. • Build effective teams and relevant systems within the Authority 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 Authority's goals.

	• Sound knowledge of all current and relevant national and international legislations governing the Authority's operations and all legislations related to Public Bodies.
Building Relationships	• Nurture internal and external relationship • Values individual's differences, strengths and potential and harness these to achieve the Authority'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 audiences 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. • Excellent communication skills in English and Samoan languages, sound knowledge in the Samoan culture (Fa'aSamoa) and especially high level in negotiation skills with the cultural setting in villages.
Delivers / achieves results / outcomes	• Drive 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 or create a culture of accountability and transparency. • Uses workforce planning to develop and maintain the capability to deliver services effectively.
Management	▪ Invest time in managing and developing people as well as building positive staff morale ▪ Integrate plans into a transparent management framework to fulfill obligations of management accountabilities ▪ Manage projects across sector and multiple agencies and keeps stakeholders informed ▪ Effectively delegates appropriate responsibility, accountability & decision making authority. ▪ Monitors progress against milestones and deadlines. ▪ Drives effective planning and demonstrates a strong organizational ability and experience through the integration of structures, systems and teams to better achieve objectives. ▪ Drive strategies to achieve operational efficiencies and value for money. ▪ Provide oversight for financial resources and assets and account for their use.
Leadership	▪ Ability and confidence to effectively lead and navigate an organizations sustainably ▪ Able to plan and execute a vision based on current and future possibilities and inspire teams to adapt and thrive in a changing environment. ▪ Able to lead a meaningful process of change in a purposeful manner. ▪ Ability to manage politics, take risks, be innovative and deal with complexity. ▪ Is resourceful, optimistic, energetic, open minded, flexible and capable of solving problems and making decisions. ▪ Drives and sustains a performance culture both internally (agency level) and externally.
PERSONAL ATTRIBUTES	DESCRIPTORS
Integrity / Ethics	• Possess appropriate values and belief in what is best for the common good. • Is widely trusted and seen as a direct, truthful and courageous individual.

	• Personifies the values of honesty, integrity, impartiality, transparency and accountability. • Demonstrates 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 organisation and ensures corrective action is taken.
Intellect & Judgment	• Is analytical, proactive and able to conceptualize strategic issues faced by the Authority 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 Authority 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 higher level of accomplishment. • Makes sound decisions based on common sense, experience and good judgement with prejudice. • Anticipates implications and applies effective judgement to develop solutions.
Creativity and Innovation	• Consistently generates and applies original ideas tackling both simple and complex problems. • Brings out the best in others, lead 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 the complex range of factors which effect change. • Ensure 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	DESCRIPTOR
	• Proven experience in management or leadership at a minimum of eight (8) years of service, preferably in the area of Civil Aviation or Air Transport. • Extensive knowledge of the air transport/aviation industry, locally, regionally and internationally including its dynamics.
ACADEMIC QUALIFICATION	DESCRIPTOR
	• Minimum qualification of a Bachelor degree either in Civil Aviation or Air Transport management and administration from a recognized university OR a relevant civil aviation technical qualification from a recognized training institution.

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	▪ The position is for a period of three (3) years. ▪ The salary for the position is (CEO GRADE B: SAT \$124,857.00 – \$131,722.00) 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:	Samoa Airport Authority
Duration:	Three (3) years
Salary:	(CEO GRADE B: SAT \$124,857.00 – \$131,722.00) 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 Samoa Airport 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 Airport 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 Airport 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 Samoa Airport Authority.