MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

COMMISSIONR
SAMOA FIRE AND EMERGENCY SERVICES AUTHORITY

(NOVEMBER 2026)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their application.

Position Title	Commissioner
Public Body	Samoa Fire and Emergency Services Authority
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	All Applicants are required to submit the following: 1. A Cover Letter: (i) Expressing interest in the Commissioner, SFESA position; and (ii) Availability to start employment, if appointed. 2. Commissioner'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. *(Certified copies are those that are seen and verified by a lawyer as true copies of the originals)*; 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 (*Recent means no later than 12 months*).
Authorization Form	By signing the **Authorization Form** you are: • Consenting to the Ministry for Public Enterprises and SFESA 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 Commissioner, Samoa Fire and Emergency Services Authority"** **and addressed to:** The Chairperson Board of Director Samoa Fire and Emergency Services Authority Apia, Samoa **and delivered to MPE Office Address:** Ministry for Public Enterprises Level 1, NPF Plaza Beach Road, Apia
Closing Date	**Thursday, 24th December 2026 at 4:00PM**
Late Applications	Electronic Applications can be submitted via email *kamilo.kelemete@mpe.gov.ws*. **Late Applications WILL NOT be accepted.**

JOB DESCRIPTION

BACKGROUND

The Samoa Fire and Emergency Services Authority (SFESA) is a statutory corporation established under the Fire and Emergency Service Act 2007. The Authority is mandated to deliver fire suppression and prevention services, emergency preparedness and response services and any other functions conferred on it under the Act or any other applicable legislation. SFESA plays a critical role in safeguarding lives, property, and the environment across Samoa through its comprehensive range of services, including fire prevention, firefighting, emergency response, rescue operations, pre-hospital medical care, and community safety programs. These services are delivered through a network of fire and emergency service stations, supported by both operational and corporate functions. A key component of its operations is the National Emergency Communications Centre (NECC), which manages emergency communications and dispatch services nationwide.

VISION

To be the lead agency in safeguarding lives, properties and the environment through empowering resilient communities.

MISSION

To provide effective fire prevention, emergency response, pre hospital medical care, rescue and community safety services through protective measures and continuous training of staff and communities.

SCOPE

	Management	Staff
STAFF #	4	262

POSITION DETAILS

Position Title: Commissioner	Position Code: N/A
Salary Band: Band B	Position Salary- SAT $124,857.00 -$131,722.00 p.a.
Location: Fire and Emergency Services Authority Office, Apia, Samoa	

ACCOUNTABILITY

Section 16(2) states that the Commissioner is responsible to the Board for carrying out the Boards functions under this and any other Act and shall comply with any directions of the Board.

Reports To:

1. The SFESA Board of Directors for:
   a) The professional administration of the Fire & Emergency Services Authority in executing of its statutory functions.
   b) Efficient and effective administration and implementation of all legislations. Government policies and directives relating to and affecting the Fire & Emergency Services Authority
   c) Achievement of the Authority's expected outcomes and key performance indicators as stipulated in the Fire & Emergency Services Corporate Plan 2025-2027-2021.
   d) Professional, ethical and effective leadership and management of all employees of the Fire & Emergency Service in accordance with the Fire & Emergency Services Act 2007, SFESA Manual of Instructions 2019, SFESA Finance Policy & Procedural Manual 2019 and all other internal policies and relevant Government policies.

POSITION OBJECTIVES

The main objective of this position is to lead the execution of the Authority's functions, roles and responsibilities as set out under the Fire and Emergency Services Act 2007 and implementation of its corporate plan in an efficient and cost-effective manner to ensure a better life for all through fire prevention and provision of timely fire suppression and emergency response.

DUTIES AND MAIN RESPONSIBILITIES

1. Perform the statutory functions and responsibilities of the Authority as prescribed under the Fire & Emergency Services Act 2007, and all other relevant legislation and Government policies and Cabinet Directives.

2. Provide quality, professional and timely advice to the Cabinet through the responsible Minister on strategic matters pertaining to the execution of the functions of the Authority.
3. Conducts fire prevention inspection, evaluates existing and potential fire hazards, and enforces compliance with applicable fire codes and statutes.
4. Lead, manage and regularly monitor and evaluate the daily operations of the Authority and ensure internal controls and systems are in place and strictly adhered to including those pertaining to:
    - Human resources;
    - Assets, financial resources from both local budget and donor funded projects Systems and Procedures;
    - Operating manuals and guides;
    - Occupational Health and Safety of the working environment;
5. Work in close collaboration with all partner agencies including donors and stakeholders in fostering and securing their continuous support.
6. Responsible for the day-to-day command and direction of the fire services in all areas.
7. Develop networks and strategic alliances with international and regional Fire Fighting Brigades and other relevant international bodies to provide best practice to inform the Authority's operations and reforms.
8. Explore avenues to garner technical and financial resources to support the implementation of programs set out in the Authority's Corporate Plan;
9. Prepare and submit the statutory reporting requirements including:
    - Annual Reports (including audited financial statements) to the Board and Parliament through the responsible Minister on the operations of the Fire & Emergency Services Authority;
    - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders;
    - Annual Budget based on the requirements of the SFESA from time to time;
    - Monthly reports to the SFESA Board of Directors.
10. Promptly resolve all issues that may arise internally and externally which may affect the Authority and its operations as well as work issues related to staff of the Authority
11. Implement the Authority's responsibilities under the Disaster and Emergency Management Act and the National Disaster Management Plan and ensure that climate change adaptation interventions and disaster risk reduction measures are integrated into the Authority's Corporate Plan, Annual Management Plan and Budget.
12. Provide mentoring and guidance for the Executive Management Team to ensure optimum level of services are achieved.
13. Monitor the performance of the mangers reporting directly to the CEO and conduct formal reviews of these performances on an annual basis and make necessary adjustments.
14. Review the training and staff development needs and programs with individual managers and make changes where relevant.
15. Represent the SFESA in various committees as may be required by the SFESA Act, Board of Directors/Cabinet from time to time.

KEY DELIVERABLES

- Lead and oversee the implementation of the remaining key deliverables of the SFESA Corporate Plan 2025-2027
- Ensure effective SFESA governance framework and administration through monitoring of core functions and provision of sound advice to the Minister through the Board.
- Deliver the five planned projects: Faleata Headquarters, Faleolo Substation, Wireless Fire Alarm Panel, Mechanical Workshop and Storage Area, and Salelologa Fire Station.

- Be proficient and prepared in providing quality services for all fire and emergency responses and quality pre-hospital care services.
- Implement proactive fire safety prevention, preparedness and emergency recovery awareness programmes.
- Improve corporate services governance and performance through Policy and Planning, Human Resource, Finance and Information Technology services.
- Maintain revenue growth, manage expenditure, achieve projected surpluses, maintain strong liquidity and positive cash flow balances.

SELECTION CRITERIA

SKILLS AND ABILITIES	DESCRIPTORS
Strategic Leadership	▪ Demonstrated ability to develop and implement strategic plans aligned with the Samoa Fire and Emergency Services Authority's (SFESA) mandate, national development priorities, and government policies. ▪ Proven ability to anticipate emerging risks, assess future challenges, and establish strategic priorities for fire prevention, emergency response, disaster preparedness, and community safety. ▪ Ability to provide high-level strategic advice to the Board, responsible Minister, and relevant stakeholders on policy direction, legislative requirements, and organizational development. ▪ Demonstrated competence in long-term planning for financial resources, workforce capability, infrastructure, equipment, and technology to ensure organizational sustainability. ▪ Proven ability to lead organizational change, drive innovation, and strengthen institutional capacity to respond to evolving community and emergency management needs. ▪ Ability to establish strategic performance measures, evaluate organizational effectiveness, and align resources and initiatives with measurable outcomes and national priorities.
Building Relationship	▪ Demonstrated ability to establish and maintain effective working relationships with the Board, responsible Minister, government ministries, emergency services, and key stakeholders. ▪ Proven ability to build strategic partnerships across government, the private sector, regional organizations, and communities to strengthen fire safety and emergency management outcomes. ▪ Ability to communicate effectively, negotiate constructively, and influence stakeholders to achieve shared objectives and resolve complex issues. ▪ Demonstrated commitment to fostering a collaborative, inclusive, and respectful workplace culture that promotes teamwork, trust, staff engagement, and professional accountability. ▪ Proven ability to engage with community leaders, businesses, and the public to promote fire prevention awareness, emergency preparedness, and community resilience. ▪ Demonstrated ability to manage stakeholder expectations, address competing priorities, and maintain productive relationships during emergencies, organizational change, and periods of heightened public scrutiny.
Delivers / achieves results / outcomes	▪ Demonstrated ability to translate strategic objectives into clear operational plans, measurable targets, and achievable outcomes aligned with SFESA's

	mandate and government priorities. ▪ Proven ability to drive organizational performance, monitor progress against key performance indicators, and ensure the timely delivery of agreed priorities and commitments. ▪ Demonstrated competence in managing financial, human, and physical resources to achieve results efficiently, responsibly, and with value for public money. ▪ Ability to identify operational challenges, address performance gaps, and implement practical solutions that improve service quality, emergency response capability, and organizational effectiveness. ▪ Proven ability to establish a culture of accountability, continuous improvement, and results-based performance across all levels of the Authority. ▪ Demonstrated commitment to achieving measurable improvements in public safety, fire prevention, emergency preparedness, and response outcomes while maintaining transparency and accountability to the Board, government, and the communities served.

OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	▪ The position is for a period of three (3) years. ▪ The salary for the position is (CEO BAND B: SAT $124,857.00 – SAT$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 Fire and Emergency Services Authority Office, Apia SE
Duration:	Three (3) years
Salary:	(CEO BAND B: SAT $124,857.00 – SAT$131,722.00) per 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 Fire and Emergency Services 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 Fire and Emergency Services 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 Fire and Emergency Services 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 Fire and Emergency Services Authority