



JOB DESCRIPTION

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| Position Title: | Principal Industry Development Officer |
| Division/Section: | Industry Development & Investment Promotion Division |
| Salary Grade: | A16 \$45,594.00 pa maximum |
| Location: | Ministry of Commerce, Industry & Labour |
| Approved Date of JD: | 18 January 2017 |
| Position Code: | CL001795 |
| Supervisor Code: | CL002444 |

Overview of the Ministry:

To support the government's vision to lead and excel in the provision of quality service to foster economic growth for all.

To provide an enabling legal environment for the development of the private sector to stimulate investment, industry development to boost productivity, fair trade competition, create full employment of local workforce and highly qualified trades people, generate more work opportunities encompassing temporary movement of natural persons, improve safe work environment and increase innovation and integrity in Samoa.

Purpose of the Position:

To ensure that the outputs and deliverables for industry development and investment promotion are achieved through effective and efficient planning and management of resources

Key Relationship:

Responsible to: Responsible to Assistance CEO IDIP for the effective and efficient management of the Divisions core functions.

Key Responsibilities:

Key Responsibility 1: Planning and Managing Work of the IDIP Division

- Plan and manage the work of the Division in collaboration with the ACEO;
- Allocate work tasks and monitor performance of Division staff;

Key Responsibility 2: Policy Formulation, Research, Analysing & Reporting

- Assist in the development and formulation of policy framework to guide the growth of industry and investment in the country;
- Provide strategic policy advise to Management through the ACEO on matters pertaining to industry development and investment promotion in the country;

Key Responsibility 3: Monitoring & Evaluations

- Evaluate and make recommendations on investment and industry proposals;
- Facilitate programs for in-coming investment missions and develop and formulate proposals on how to promote local investment opportunities overseas

Key Responsibility 4: Servicing of Committee and Board Meetings & Private Sector

- Administer and monitor performance of program of assistances under the Ministry jurisdiction for private sector development;
- Provide secretariat support including proposals for consideration by Committees and Boards under industry development and investment promotion jurisdiction;

Key Responsibility 5: Liaise with Private Sector on Industry Development matters

- Liaise with the local private sector and trade missions overseas on issues relating industry and investment development in the country;
- Ensure efficient, accurate and timely dissemination of relevant information pertaining to private sector development;

Key Responsibility 6: Prepare Division budget estimates pertaining to industry and investment areas;

- Prepare Annual Reports pertaining to industry and investment areas.
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Key Responsibility 7: Representation to National and International Meetings & Trainings

- Represent the Ministry and Government in national, regional and international where issues on industry development & investment matters are discussed;
- Prepare reports and file notes on these representations with a basic objective of identifying relevant priority issues and outlining viable options that could be considered for implementation.

SELECTION CRITERIA

The appointment of a member must be made on merit. The merit of a person in relation to a position in the Service must be assessed against the following four factors that are relevant to the selection criteria for the position.

Job Competencies/Specifications/Selection Criteria

| MERIT | Job Competencies | Descriptors |
|--------------------|----------------------|--|
| SKILLS & ABILITIES | 1. Problem Solving | 1.1 Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules. |
| | 2. Communication | 2.1 Ability to articulate to clients all matters relating to employment permits, and ability to demonstrate maturity when dealing with diverse personalities. |
| | 3. Results Driven | 3.1 Ability to manage competing priorities and deadlines to ensure allocated work are achieved. |
| | 4. Report Writing | 4.1 Possess excellent aptitude to conduct research, logical thinking, and high level of report writing. |
| | 5. Computer literate | 5.1 Aptitude in Microsoft Word, Excel, Power-point, Access and other relevant software applications. |
| | 6. Leadership | 6.1 Natural leadership ability to provide on-going coaching to the Industry Development Team |

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| PERSONAL ATTRIBUTES | <ol style="list-style-type: none"> 1. Commitment & Drive 2. Integrity and Honesty 3. Patience | <ol style="list-style-type: none"> 1.1 Enthusiastic in implementing work plan for the success of the division 1.2 Show patience and tolerance when necessary, but at the same time be firm and assertive when complex situation arises 2.1 Displays professionalism and provides impartial advise when needed 2.2 Model and promote positive attitude of the Public Service and Labour Inspector Code of Conduct at all times 3.1 Demonstrate calm and focus under pressurised and difficult situations |
| EXPERIENCE & PAST WORK PERFORMANCE | <ol style="list-style-type: none"> 1. Supervisory 2. Demonstrate knowledge in inspections and investigation methods 3. Awareness of the Citizenship Investment Act 2015 and Foreign Investment Act 2000 and Regulations | <ol style="list-style-type: none"> 1.1 Proven experience in leading a team in the achievement of performance indicators 1.2 Worked with diverse people and basic understanding in inspection and investigation methods 3.1 Knowledge and understanding of laws guiding the work of the industry development and investment promotion division |
| QUALIFICATIONS | <ol style="list-style-type: none"> 1. Tertiary Qualification from a recognised University in the areas of Economics, Business Management or relevant field | <ol style="list-style-type: none"> 1.1 Advantage in the area of economics and business management 1.2 Training on industry development and investment promotion |