



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

Assistant C.E.O Legal

Ministry of Commerce, Industry and Labour

A. HOW TO APPLY:

1. MAKING AN APPLICATION

- a. For your application to be considered you must complete **ALL** requirements of the Application Package
 - Complete and signed Application Form (Form 2)
 - Certified Copies of all academic achievements/qualifications/training etc.
 - Recently updated Curriculum Vitae (12 months)
 - 3 Referees and their details i.e (email addresses & phone numbers)

2. SUBMISSION OF APPLICATION

- a. All applications should be addressed to:
The Chairman
Public Service Commission
Level 2, FMFM II Government Building
Apia, Samoa
- b. All Applications can be submitted using the following options;
 - PSC Level 2 – FMFM II Government Building; OR
 - Email: ses@psc.gov.ws
- c. All Applications for the position will be closed on **1st August 2025 at 5:00pm**
- d. For more information, please do not hesitate to contact the Senior Executive Services on email ses@psc.gov.ws or telephone 22123.

ALL APPLICANTS ARE STRONGLY ADVISED TO SUBMIT COMPLETE APPLICATIONS PRIOR TO THE CLOSING OF ADVERTISEMENT!!

B. Samoa Public Service

The Samoa Public Service is comprised of government entities which fall under the following categories; Constitutional Bodies, Statutory Bodies, Ministries and State-Owned Enterprises (Public Bodies).

C. About the Ministry of Commerce Industry and Labour

The Ministry of Commerce Industry and Labour mission is to foster economic growth and prosperity in the private sector by promoting business interest through advocacy of public-private partnership through more than 30 legislation and regulatory frameworks. It encourages

industry development, foreign investment and guarantees the rights of citizens to participate in the economy of Samoa.

D. ABOUT THE POSITION:

JOB DESCRIPTION

Responsible to:

The Chief Executive Officer, Ministry of Commerce Industry and Labour

Primary Objective:

To provide high quality legal advice and services to the C.E.O and the Ministry of Commerce, Industry and Labour, and to lead the Legal Services Division in ensuring that the outputs and associated targets for the division as set out in the Ministry's Corporate plan are achieved through effective planning and quality management and monitoring.

DUTIES

Legal/Policy Advice

1. Provide legal advice to C.E.O on matters arising under M.C.I.L's legislative and policy framework.
2. Lead the review or development of legislation pertaining to the work of M.C.I.L in collaboration with the Law Reform Commission and the Office of the Attorney General and stakeholders.
3. Lead, manage and facilitate stakeholder consultations in the review or development of legislations pertaining to the work of M.C.I.L.
4. Ensure the effective and efficient administration, monitoring and enforcement of all relevant legislation for which the Ministry is responsible for.
5. Provide legal representation for M.C.I.L in any litigation, prosecution or other legal matters in collaboration with the Office of the Attorney General as required.
6. Provide legal advice to C.E.O on matters arising under international treaties, regulations and standards to ensure M.C.I.L's legislative compliance under international treaty obligations.
7. Undertake gap analysis of legislation under M.C.I.L's mandate in anticipation of ratification or accession to international agreements and treaties.

8. Lead the internal reviews of M.C.I.L's mandated legislation and policies.
9. Assist in the implementation of M.C.I.L's new legislative amendments and policy frameworks.
10. Liaise, coordinate, draft and provide legal advice in relation to legal contracts entered into by the Ministry and any other legally binding arrangements in collaboration with the Office of the Attorney General.
11. Liaise, provide advice and support the Office of the Attorney General on matters arising under legislations administered by the Ministry, particularly those involving possible Government liabilities and any legal proceedings against the Ministry.
12. Responsible in drafting and providing legal documentation when required and signing legal documents on behalf of the Ministry

Operational Management Duties:

13. Liaise and provide legal support to the Divisions of the Ministry in carrying out their mandated roles, particularly enforcement and compliance.
14. Monitor enforcement and compliance of legal requirements governing M.C.I.L by conducting trainings, when required, for legislation awareness for Government ministries, Ministry staff members, stakeholders and the general public.
15. Lead, conduct, manage and facilitate staff trainings and workshops on M.C.I.L legislations and basic interpretation skills for reading statutes as well as improving capacities on enforcement and compliance of legislations administered by M.C.I.L.
16. Consult and prepare annual compliance and enforcement plans for relevant Divisions of the Ministry.
17. Contribute as required to achievement of wider corporate, sectoral and national outcomes as required.

LEADERSHIP AND MANAGEMENT:

1. Actively participate as a part of the Leadership and Management Team in the decision-making and governance processes of the organization.
2. Lead and manage all operational Division management processes including the following.
 - Develop work plans and associated resourcing plans and budget.
 - Managing implementation of work plans and utilization of resources;
 - Reporting on and being accountable for work progress and resource utilization in accordance with corporate policies and procedures.

3. Assist in the development and implementation of the following Ministry Reports/Plans:
 - Sector Plan
 - Workforce Plan,
 - Corporate Plan
 - Management plan
 - Annual Reports
 - Performance Management Plans/Appraisals
 - And any other relevant Plan/Report
4. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.
5. Provide on the job support and coaching as well as training for team members to ensure their continuous development.
6. Ensure that effective performance management and evaluation processes are undertaken as per the Performance Appraisal System for staff.
7. Lead and manage the core functions of the Division in order to foster quality assurance and ethical standards of all services and be accountable for the effective and efficient usage of Division / Ministry resources in accordance with prevailing policies.
8. Work with other technical divisions to develop training resources and materials on relevant technical trainings.
9. Oversee the accuracy and timely dissemination of relevant information to all Ministries and stakeholders.
10. Ensure that internal systems and online applications are in place for effective and efficient planning, implementation, monitoring, evaluating and reporting on team performance.
11. Identify priority budgetary requirements for the Divisions annual submission of performance measures and budgetary provisions and manage the Division's finances in line with prevailing policies and mandates.
12. Manage the allocation and utilization and be accountable for all physical resources of the Division.
13. Represent the Office in intra-ministry work collaborations or other forums as directed from time to time.
14. Act as the Administration Head of the Ministry in the absence of the CEO as required.
15. Assist with the implementation of the Talofa with a Smile Campaign activities to promote and enhance good customer service as directed by the Office of the Public Service Commission.
16. Strengthen a culture of high ethical standards for MCIL through workshops and refresher trainings to ensure all staff are well informed of the Public Service Values.

KEY DELIVERABLES

1. Conduct annual public awareness for the Ministry's legislations and regulations in collaboration with other MCIL Divisions.
2. Develop a new legislation to accommodate the proposal for special business zones. To develop standards for classification of small and medium enterprises in collaboration with the relevant MCIL Divisions and MCR.
3. Finalize the review and assist in any awareness programmes of the following where relevant:
 - a. Foreign Investment Act
 - b. LERA Regulations
 - c. Citizenship by Investment Act and Regulations
 - d. Competition and Consumer Act
 - e. OSH Framework
 - f. Intellectual Property Act 2011
 - g. Copyright Act 1998
 - h. Companies Act 2001
 - i. Incorporated Societies Ordinance 1952
 - j. Cooperative Societies Ordinance 1952
4. Carry out a legislative audit of existing M.C.I.L Legislation to inform the Development / Review of laws and review with relevant agencies.
5. Carry out annual legal training and awareness for M.C.I. L's staff to assist with the implementation of Ministry legislative mandates.
6. Develop a tracking database for effective monitoring of M.C.I. L's regulatory functions in all its technical Divisional to improve the enforcement of M.C.I. L's legislated functions.
7. Produce annual reporting on court proceedings of non-compliance for cases dealt with by M.C.I.L of its regulated functions.

SELECTION CRITERIA

SKILLS AND ABILITIES	1. Strategic Thinking (Essential)	<ul style="list-style-type: none"> • Recognizes impact of organization's direction and role within the government and community. • Understands organizational direction and aligns/translates strategic objectives into operational activities. • Provides advice to Government based on analysis of a broad range of issues. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • Applies intellect and knowledge to weigh up information and identify critical factors and issues. • Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.
	2. Building Sustaining Relationships (Essential) and	<ul style="list-style-type: none"> • Is committed to client service, builds and sustains relationships within the organization, across the public service, with the public and other stakeholders. • Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and cooperation through sharing information. • Capitalize on diversity and harnesses different viewpoints to enhance the operations of the Division. • Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work. • Mentor, provides constructive feedback and recognizes success and engages in activities to sustain morale. • Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication. • Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.

SKILLS AND ABILITIES	3. Delivers/achieves results (Essential)	<ul style="list-style-type: none"> • Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency. • Monitors and manages resourcing pressures for optimum outcomes. • Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies. • Fosters a culture of achievement and ensure planned targets / projects are realistic. • Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.
PERSONAL ATTRIBUTES	4. Integrity (Essential)	<ul style="list-style-type: none"> • Exhibits and applies high integrity and ethical principles. • Is indisputably trusted and operates professionally. • Act professionally in carrying out duties and responsibilities despite personal preferences. • Adheres to, advocates and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.
PERSONAL ATTRIBUTES	5. Commitment/Personal Drive (Essential)	<ul style="list-style-type: none"> • Defines work in terms of results and pursues success with energy and drive. • Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track. • Helps others to define S.M.A.R.T. goals and plan a route for achievement. • A high achiever with a reputation for success, self-disciplined and quality performance. • Sets high standards of performance for self and others. • Takes the initiative to action and achieve goals/objectives of the Ministry and Government.

PERSONAL ATTRIBUTES	6. Intellect and Judgment (Essential)	<ul style="list-style-type: none"> • Understands the environment affecting work of the organization and impacts on divisional level. • Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues. • Handles concepts and complexity proficiently and professionally, provides insight and understanding for others and appropriately integrates them into the workplace. • Has good judgment as to what information is significant and useable in each situation. • Demonstrates effective judgment to weigh up options and develop realistic solutions.
PERSONAL ATTRIBUTES	7. Creative and Innovation (Essential)	<ul style="list-style-type: none"> • Develops innovative ideas and methods of doing things. • Searches for new and more effective methods, making connections between previously unrelated ideas. • Is seen as a motivator and very instrumental in driving and to guide others to generate new ideas in brainstorming sessions. • Engages in developing, motivating and building resilience of teams.
EXPERIENCE	8. Experience (Essential)	<ul style="list-style-type: none"> • Minimum 8 year experience in a Legal role. • Knowledge and understanding of International Treaties and Obligations under the WIPO, CIO, ISO, ILO and relevant Conventions related to MCILs functions. • Knowledge and understanding of Commerce, Industry and Labour related work and functions. • Experience in law reform research and/or legal research. • Experience in legislative drafting will be an advantage.

	9. Past Work Performance (Essential)	<ul style="list-style-type: none"> • Proven track record of excellent performance from previous work. • Able to define goals and plans a route for achievement. • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others.
QUALIFICATIONS	10. Educational Qualifications (Essential)	<ul style="list-style-type: none"> • Minimum qualification of a University Bachelor Degree in Law. • Admitted to the Roll of Barrister and Solicitors of the Supreme Court of Samoa

BENEFITS:

Duty Station: Apia, Samoa

Duration: 3 years

Salary: \$94,624.00 per annum

Hours of Attendance: The standard hours of attendance are Monday to Friday from 9:00am to 5:00pm excluding Public Commission holidays that are generally observed in the public service and declared by the Commission.

Performance Reviews: The Appointee's performance shall be reviewed in accordance with the Performance Management Guideline.

Annual Leave: 20 days' annual leave per annum on pro rata basis

Sick Leave: 20 days' sick leave per annum on pro rata basis.

Other Leave: All other leaves are subject to the rules set out in the Public Service Working Conditions and Entitlements Manual and Commission Endorsement.

End of Contract Benefits: The Appointee is entitled at the expiry of the Contract Term, to a payment equivalent to 8 working days for every contract year served at the salary rate paid to the Appointee on cessation of employment.

National Provident Fund: Government shall pay a percentage of the Appointee's contribution or another rate prescribed by the National Provident Fund from time to time.

Accident Compensation Corporation: Government shall pay a percentage of the Appointee's contribution or another rate prescribed by the Accident Compensation Act 1989.

Duty Travel: The government, 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 to bear all costs associated of relocation and will not be the responsibility of the Ministry.



ALL SECTIONS of this Application Form is ***mandatory***. Your Application will ***NOT be considered*** if you fail to complete this form accurately.

Position Title:	ACEO Legal
Ministry:	Ministry of Commerce, Industry & Labour
Position code:	CL002482
Salary:	\$94,624.00

Name			
Gender		Date of Birth	
Marital Status			
Phone No. 1		Address	
Phone No. 2			
e-Mail			

Qualification Attained	Major Area of Study	Institution Attended	Year Graduated

Courses relevant to Selection Criteria ONLY	Institution/Country	Dates

Date:	Employer:	Position
<i>Main Responsibilities:</i>		

Date:	Employer:	Position
Main Responsibilities:		
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Date:	Employer:	Position
Main Responsibilities:		

SECTION 6: Selection Criteria

It is the Applicant's responsibility to:

1. Indicate their ability to satisfy each Merit Factor.
2. Essential to complete this information in a true and accurate manner (*failure to do so will disqualify the applicant*).
3. Refer to the Job Description for clear description of each position Competency/Selection criterion.

Note:

- a) If you feel the need to supply additional arguments to support your fulfillment of the selection criteria listed below then please attach that information to this Application Form.
- b) Feel free to address each selection criteria on a separate sheet and attach to this form if preferred.

SKILLS & ABILITIES:

1. Strategic Thinking (Essential):

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2. Building and Sustaining Relationships (Essential)

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3. Delivers/achieves results (Essential):

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PERSONAL ATTRIBUTES:

1. Integrity (Essential):

2. Commitment & Personal Drive (Essential)

3. Intellect & Judgement (Essential):

4. Creative & Innovation (Essential):

EXPERIENCE:

Experience (Essential):

Past Work Performance (Essential):

QUALIFICATIONS:

Educational Qualification (Essential):

SECTION 7: Computer SkillsIndicate competency level for each Application using the **Competency Level Code** below:**KEY:***1 – No Knowledge**3 – Good Knowledge**2 – Basic Knowledge**4 – Strong/Advanced Knowledge*

Main Applications:	Competency Level:	Other Systems:	Competency Level:
Ms Word		Ms Access	
Ms Excel		Internet	
Ms PowerPoint		Other (specify)	
e-mail		Other (specify)	

SECTION 8: Knowledge of LanguagesIndicate competency level for each LANGUAGE using the **Competency Level Code** below:**KEY:***1 - Limited Working Proficiency: Limited conversations, basic work commands, assistance is needed with more extensive conversations in this language**2 - Professional Working Proficiency: Engage freely in discussions and make contributions to office meetings, fairly extensive vocabulary, freely converse with clients**3 - Mother tongue: Completely fluent, extensive knowledge to understand and write difficult materials*

Languages	Competency LEVEL (refer to KEY above – 1, 2, 3)
Samoan:	
English:	
Other (specify)	

SECTION 9: Declaration of NEAR RELATIVES(Please **TICK** appropriate box)**YES****NO**Declaration of near relatives (*parent, child, brother, sister or spouse including de-facto*) currently employed anywhere in the Ministry/Office to which you are applying.

If YES, provide name(s) and nature of relationship:

SECTION 10: Declaration of Disciplinary Records

(Please **TICK** appropriate box)

YES

N O

Declaration of disciplinary record; any criminal convictions; or any current legal proceeding against you.

If YES, you will be required to provide details in a confidential sealed envelope and address it to the Chairman of the Public Service Commission. This information will be kept confidential and only be seen by the Assessment Committee.

SECTION 11: Community Affiliations

(Please **TICK** appropriate box)

YES

N O

Community affiliations (including Matai Titles) outside work environment.

If YES, list here:

SECTION 12: Declaration of Referees

*Please note that it is mandatory for you to declare the email address of your **THREE** Referees.*

Referee Name	Designation	Email Address	Contact Number

SECTION 13: Certification and Authorization

- I hereby certify that the information given in my Application is true and correct.
- I acknowledge that if I am appointed on the basis of any false information that I provide; my appointment will be revoked/voided.
- I authorize the Ministry/Office and the Selection Panel to undertake all necessary background and verification checks in relation to my application

Signature:

Date: