



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

Assistant C.E.O Industry Development and Investment Promotion

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: recruitment@psc.gov.ws
- c. All Applications for the position will be closed on **16 February 2026 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: Chief Executive Officer – Ministry of Commerce Industry and Labour.

Primary Objective:

To lead and provide a high level of industry development and facilitating an investment friendly environment.

Strategic Policy and Technical:

1. Provide strategic policy advice on all issues pertaining to the efficient operation and management of all Investment and Industry Development services and activities
2. Identify critical policy concerns to inform development and review of guidelines, policies and protocols for the effective management of all operations of the Division.
3. Ensure effective, efficient and facilitative procedures/processes to facilitate Foreign Investment development, registration and support in compliance to legislation.
4. Administer all relevant legislations in the most efficient and effective manner particularly the:
 - Foreign Investment Act 2000,
 - Trade Commerce and Industry Act 1990,
 - Trade Commerce and Industry Amendment Act 1998,
 - Foreign Investment Regulations 2011 and 2015
 - Foreign Investment Amendment Acts 2011 and 2015
 - Citizenship by Investment Act 2015
 - Citizenship by Investment Regulations 2016

5. Oversee the accuracy and timely dissemination of relevant information on policy initiatives and programs to all Government ministries, stakeholders and the public.
6. Review existing government assistance programs for business, linking it to the Micro Small, Medium Enterprises Policy (MSME), National Industry Development Policy (NIDP), investment promotion initiatives and Sector/Industry profiles.
7. Identify advise and make recommendations to the CEO on issues and/or developments that improve the Investment and Industry Development activities and services.
8. Provide support and coordinate the work of the Private Sector organizations in all sectors
9. Lead coordination of all necessary assessment of proposals under the Duty Concession, Code 121 and the EDS programs.

Monitoring and Evaluation

10. Regular monitoring and evaluation of systems of operations for all work of the division to ensure compliance with requirements of **Duty Concession Scheme** (DCS), CODE 121 and other schemes administered by the Ministry.
11. Coordinate, implement, monitor and provide regular reports on the progress of the MSME Policy.
12. Monitors compliance with the requirements of the legislations administered by the Division.
13. Monitors registration of foreign investors in Samoa and the facilitation of foreign investment approvals.

Leadership and Management

1. Actively participate as part of the Leadership and Management Team in the decision-making and governance processes of the organization.
2. 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
 - Any other relevant Plan/Report
3. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.
 4. Provide on the job support, mentoring, coaching as well as training for staff to ensure their continuous development.
 5. Ensure that effective performance management and evaluation processes are undertaken as per the Performance Appraisal System for Divisional staff
 6. 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 resources.
 7. Ensure that internal systems are in place for effective and efficient planning, implementation, monitoring, evaluating and reporting on team performance.
 8. Identify priority budgetary requirements for the Divisions annual submission of performance measures and budgetary provisions and ensure the Division's resources are managed in accordance with prevailing policies.
 9. Act as the Administration Head of the Ministry in the absence of the CEO as required.
 10. Assist with the implementation of the Talofa with a Smile Campaign initiatives to promote and enhance good customer service as directed by the Office of the Public Service Commission.

Key Deliverables:

1. Lead the finalization of the draft amendments of the **Foreign Investment Act** and the **Citizenship Investment Act**.
2. Lead and finalize the review for the Foreign Investment Regulations 2011 and the Trade, Commerce and Industry Act 1990
3. Ensure successful implementation of the following policies:
 - National Industry Development Policy.
 - Micro, Small, Medium Enterprises (MSME) Policy
5. Ensure coordination of all private sector organizations in relation to industrial and business development matters and ensure dissemination of updated versions of information on an annual basis for investors and the public.
6. Review existing policies and procedures to facilitate and promote Industry development and Investment Promotion annually.
7. Successful implementation of Division Key Performance Indicators (KPI) as per FY Budget Measures.

Selection Criteria:

| <u>MERITS</u> | <u>COMPETENCY</u> | <u>DESCRIPTOR</u> |
|-----------------------------|--------------------------------------|--|
| 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. |

| | | |
|--|--|---|
| <p style="text-align: center;">SKILLS AND ABILITIES</p> | <p>2. Building and Sustaining Relationships (Essential)</p> | <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. • Capitalizes on diversity and harnesses different viewpoints to enhance the operations of the Investment and Industry Development 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. |
| SKILLS AND ABILITIES | 4. Leadership (Essential) | <ul style="list-style-type: none"> • Effectively leads the organization to ensure achievement of set targets. • Ability to lead and manage change and shows high level of commitment in meeting set targets. • Deals with concepts and complexity comfortably and exhibits sound judgement in making decisions. • Ability to lead a performance culture that drives service delivery internally (within the agency). |

| | | |
|-----------------------------|---|---|
| SKILLS AND ABILITIES | 5. Management (Essential) | <ul style="list-style-type: none"> • Scope out length and complexity of task and projects, determine resources and set divisional objectives and goals in line with organizational direction. • Set work into process steps and schedules, forecast obstacles and plan mitigating factors and continuously measure performance against goals. • Manages projects across multiple agencies and keeps stakeholders informed. • Ensure staff capacity is adequate and relevant and identify workforce issues that need addressing. |
| PERSONAL ATTRIBUTES | 6. 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 and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. |
| PERSONAL ATTRIBUTES | 7. 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 goals and plan a route for achievement. • A high achiever with a reputation for success and quality performance. • Sets high standards of performance for self and others. |

| | | |
|---|--|---|
| PERSONAL ATTRIBUTES | 8. 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, 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 | 9. 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 guide for others to generate new ideas in brainstorming sessions. |
| EXPERIENCE & PAST WORK PERFORMANCE | 10. Experience (Essential) | <ul style="list-style-type: none"> • At least six (6) years of work experience in a senior position in industry development, investment promotion and facilitation, economic development, trade, or private sector development. • Experience in effective program and financial management and project management will be an advantage. |

| | | |
|-----------------------|--|---|
| | 11. 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 | 12. Educational Qualifications (Essential) | <ul style="list-style-type: none"> • A Bachelor Degree Economics, Management, International Trade and Business Administration or relevant field. |

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.