



SAMOA QUALIFICATIONS AUTHORITY

Position Description (Contract Position – 3 Years)

Position Title:	Assistant Chief Executive Officer, Corporate Services
Salary:	\$90,067.00p.a SAT
Division:	Corporate Services
Location:	TATTE Building, Level 1 – SOGI

Working Relationships

Reports to:	Chief Executive Officer – Samoa Qualifications Authority
Internal relationships:	Office of CEO, Quality Assurance Division, Qualifications Division, and Research Policy & Planning Division.
External relationships:	Ministry of Finance, Ministry of Public Enterprises, Ministry of Education, Sports and Culture (Education Sector Coordination Division), PSET providers and stakeholders.

POSITION OBJECTIVES:

To provide professional leadership and overall management of the Corporate Services functions of the Samoa Qualifications Authority (SQA) to ensure that the planning, implementation, monitoring, reporting and provision of all financials, human resources, administrative and other Corporate Support services for the SQA are well coordinated, implemented and managed in an efficient and effective manner at all times.

DUTIES AND RESPONSIBILITIES

The ACEO Corporate Services will:

- Work under the guidance of the SQA CEO in accordance with the requirements of the Samoa Qualifications Authority Act 2010;
- Provide professional leadership, quality advice, management capabilities and monitoring for the Corporate Services in the areas of:
 - Financials;
 - Human Resources; and
 - Administrationof the SQA and report to the CEO on its performance;
- Lead the coordination of the Samoa Qualifications Authority Policies and Procedures (SQAPP) implementation, monitoring and review to ensure financials, Human Resource (personnel), administration, assets and ICT related policies, procedures and systems are implemented, monitored and reviewed efficiently and effectively in a timely manner;
- Ensure sound financial planning, analysis, management, advice and reporting in accordance with the approved annual budget in line with the SQA Financial Policies and Procedures Manual, Government of Samoa requirements and appropriate legislations are provided to the CEO and Board of Directors in a timely manner;
- Lead the coordination of the SQA Annual Budget and Forward Estimates preparations and submission to the Board of Directors, Education Sector and Ministry of Finance in a timely manner;
- Lead the coordination of the SQA Annual, Quarterly and Monthly financial reports in accordance with International Financial Reporting Standards (IFRS) and the requirements of the SQA Act 2010, Ministry of Finance, Ministry of Public Enterprises, Education Sector and other relevant Government legislations in a timely manner;
- Lead the development and implementation of Risk Management Plans to identify and address potential financial risks;
- Develop and implement robust internal control systems and procedures to ensure the reliability of financial reporting and compliance with rules and regulations.

- Ensure all necessary arrangements are made for the conduct of the SQA Annual External Audit in collaboration with the Internal Auditor in a timely manner;
- Ensure SQA procurement is carried out in line with the SQA Financial Policies and Procedures Manual at all times and also aligned to the Government of Samoa's relevant policies and legislations;
- Ensure effective and efficient implementation, monitoring and review of all Human Resource policies and procedures and provide advice to the CEO in a timely manner;
- Lead the coordination of the SQA General Staff Recruitment and Selection process to ensure alignment with SQA policies and procedures;
- Lead the development, planning and implementation of SQA structural trainings and management changes in consultation with the CEO to improve the efficiency, perception and operational capabilities of the employees;
- Lead the coordination of the General Staff Annual Performance Appraisals and Staff Individual Development Plans in alignment with SQA Annual Management Plans in a timely manner;
- Ensure that all Staff records are up to date and maintained;
- Ensure the well-being and safety of all SQA employees, with the implementation, monitoring and review of the SQA Occupational Health and Safety Policy and in alignment with other relevant legislations;
- Ensure that an accurate inventory of all SQA Fixed Assets are maintained and updated in a timely manner;
- Ensure all SQA resources, including supervision of, usage, care and maintenance of SQA vehicles, office space, assets and equipment are managed and looked after efficiently and effectively;
- Ensure effective and efficient implementation, monitoring and review of SQA Administration and Filing policies and procedures;
- Lead the development of an SQA Electronic Filing System in alignment with the recently approved SQA Filing policy;
- Lead the coordination of SQA Consultants Contracts in alignment with the Office of the AG requirements and other related procurements;
- Ensure effective and efficient management and preparation of Quarterly and Annual Financial reports of the PSET Support Fund financials in collaboration with the Research, Policy & Planning Division to the Board of Directors and Development Partners;

- Oversee the preparation, implementation, monitoring and review of the Corporate Services Division budget, resources, annual management plans, staff performance appraisals, and support the work of the staff through coaching and guidance where and when needed;
- Contribute to the development, implementation, monitoring and review of national strategic policies and strategies for the post school education and training sub-sector and the education sector; and
- Any other duties required by the CEO.

SELECTION CRITERIA AND CORE COMPETENCIES.

1. Educational Qualifications and Work Experience Specifications

- Appropriate level of advanced education: a Minimum Qualification of a Bachelor's degree in Accounting, Commerce, Finance, Economics or relevant field from a recognised University;
- Must hold a CPA or an equivalent from a recognized institution;
- Minimum of five years at a senior management roles including managing personnel, administrative, finance and accounting, and assets;
- High level of meticulous skills and knowledge in financial and budget planning, analysis and reporting; human resource management; administrative implementation; and
- Sound knowledge of all relevant legislations, strategic and policy documents governing the operations of the SQA, Education Sector and Government of Samoa including financial, accounting, audit and procurement;

2. Leadership Competencies

- Ability to make sound, timely and effective decisions and produce results through strategic thinking and planning of Divisional activities to ensure SQA mandated functions are achieved in a timely manner; and
- Ability to lead the Division employees through coaching, guidance, motivation and communication to ensure employees are empowered and feel accomplished.

3. Managerial Expertise

- Demonstrated understanding of management principles particularly in a finance, human resource and administration environment;
- Demonstrated ability in oral and written communication in both Samoan and English, analytical, decision making and networking skills; and
- Build and manage an effective team environment within the Division to ensure effective and efficient operations of daily activities.

4. Intellectual and Technical Competencies

- Demonstrated advanced skills in the operations of the XERO Accounting Package;
- Sound knowledge of the International Financial Reporting Standards (IFRS);
- Demonstrated advanced relevant computing skills in Microsoft Office applications; and
- Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Authority and apply appropriate and cost-effective solutions.

5. Values and Professionalism.

- Possess appropriate values and belief in what is best for the common good;
- Is widely trusted and is seen as a direct and courageous individual;
- Personifies values of honesty, integrity, impartiality, transparency and accountability; and
- Demonstrate self-awareness and commitment to personal development.

6. Building and Sustaining Relationships.

- Nurtures internal and external relationships;
- Facilitates cooperation and partnerships;
- Values individual's differences, strengths and potential and harness these to achieve the SQA's mandated functions; and
- Develops, guides and monitors employees.

REMUNERATION

Salary

The salary for the position is SAT\$90,067.00 per annum before tax. This amount is inclusive of 10% employee contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.

SECURITY CLEARANCE

The appointment will be subject to police record check and general security clearance.

Note: The above do not constitute a legally binding offer. All the terms and conditions of employment will be included in the Contract of Employment.