



Government of Samoa  
*Malo o Samoa*

## **SAMOA PUBLIC SERVICE**

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### **CONTRACTUAL EMPLOYMENT**

# **APPLICATION INFORMATION PACKAGE**

## **ACEO ENGINEERING**

Ministry of Communication & Information Technology.

## 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](mailto:ses@psc.gov.ws)
- c. All Applications for the position will be closed on **30<sup>th</sup> August 2024 at 5:00pm**
- d. For more information, please do not hesitate to contact the Senior Executive Services on email [ses@psc.gov.ws](mailto:ses@psc.gov.ws) or telephone 22123.

**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 Communications & Information Technology.**

The Ministry of Communications and Information Technology facilitates, leads and implements the Government of Samoa's vision for Communications and Information Technology with the mission to achieve Affordable, Reliable and Secure Communication Services for all.

**D. ABOUT THE POSITION:**

**Responsible to:** The Chief Executive Officer, Ministry of Communications and Information Technology

**PRIMARY OBJECTIVE:**

To lead and manage the work of the Engineering Division, to ensure efficient and effective operation, support and maintenance of the National Broadband Highway Network and the Data Center, developing application and software outlined in the Samoa Digital Pathway Strategy for reforms to promote Government online services to improve the lives of the Samoan Community.

**DUTIES:**

**Strategic Policy and Technical**

1. Provide strategic and technical advice to the CEO on the operation of the national broadband highway, radio 2AP and TV9
2. Provide strategic and technical advice on maintenance and sustainable solutions to keep the national broadband highway operational at all times for SNBH, Radio 2AP & TV9
3. Provide strategic and technical advice on maintenance and sustainable solutions to keep the Government Data Center relate and infrastructure and SNBH operational at all times;
4. Promote the use of data security and data protection best practices to make sure all Government data are backed up and stored safely.
5. Develop strategic and technical plan on maintenance for the fiber ring and wireless network as well as solutions for scalability at all time for SNBH, Radio 2AP and TV9
6. Develop proper documentation for all network diagrams location and safe keeping of equipment for easy maintenance for the SNBH, Radio 2AP and TV9
7. Provide maintenance to the Government TV and Radio Stations networks to make sure these services are well received, especially during natural disaster or national events that needs proper coverage to all Samoans.
8. Identify sustainable solutions to transform government existing processes to be transferred online taking into account measure to secure, scalable and flexible access from anywhere and anytime for all Samoans.
9. Conduct regular surveys and monitoring on software and mobile application to make sure latest and up to date platforms are used in Government.

10. Develop and implement a consolidated work plan for all Engineering Division activities;
11. Act as focal point on all technical matters relating to the Communications Sector Plan and Digital Transformation Strategy and its implementation;
12. Establish good rapport and effective working relationship with all key sector wide stakeholders in government, the business community and the NGOs;
13. Assist in all ICT related projects in the Communications Sector and across all of Government;
14. Work in close collaboration with the Private Sector, NGO's and the like to compile a report on all ICT developments in the Private Sector;
15. To facilitate the preparation and development of technical specifications (TS) and Terms of Reference (TOR) for all project related assistance;
16. Conduct regular monitoring of SNBH, Radio 2AP and TV9
17. Collect and record all data pertaining to technical activities
18. Seek additional funding sources to maintain and expand any Government Network as well as Software's and the Data Center and initiative to other areas of the country;

### **Research & Planning**

19. In collaboration with the other Divisions, conduct and carry out the following:
  - i. Conduct a whole of Govt ICT audit to understand the scope of the National Broadband Highway Network;
  - ii. Conduct research on emerging and disruptive technologies that could benefit and impact well on the economy of Samoa at all Sectors (eg. AR, VR, Cloud Computing, Blockchain, Virtual Machines, Artificial Intelligence)
  - iii. Conduct a research on how to what are the best ways to improve the current system.

### **Monitoring and Reporting**

20. Provide technical advice on any ICT related matter for the CEO to consider for the safety and sustaining the network for endorsement;
21. Monitor, evaluate and report SNBH contract and deliverables quarterly, Co-Location agreement and conditions; and any other ICT related project under MCIT;
22. Monitor capacity building and capability development programmed offered inhouse and overseas attended by Govt ICT personnel, as well as proposals for funding/assistance.
23. Monitor and report on the trend of digital skills at international market verses what is currently available in Samoa and the gap to bridge the digital divide to ensure that Samoa caters for new future employment opportunities in the ICT space.

### **Leadership and Management**

24. Actively participate as part of the Leadership and Management Team in the decision-making and governance processes of the organization
25. Assist in the development and implementation of the following Ministry Reports/Plans:
  - Corporate Plan;
  - Management Plan;
  - Annual Reports;

- Performance Management Plans/Appraisals;
  - Fraud Management Plan
  - Workforce Plan; and
  - Any other relevant Plan or Report.
26. Lead and role model the Public Service Values for the division team members, organization and wider Public Service.
  27. Provide on the job support and coaching as well as training for team members to ensure their continuous development
  28. Ensure that effective performance management and evaluation processes are undertaken as per the Performance Appraisal System for staff.
  29. Lead and manage the core functions of the division to ensure quality and ethical standards of all services and be accountable for the effective and efficient use of resources.
  30. Work with other Divisions to develop training resources and materials on legislations administered by the Ministry
  31. Ensure that internal processes are in place for effective and efficient planning, implementation, monitoring and reporting of divisional performance.
  32. 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.
  33. Act as the Administration Head of the Ministry in the absence of the CEO required
  34. 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

### **Training and Development**

35. Conduct a stock-take of ICT personnel and develop training needs analysis (TNA) for whole of Government ICT staff and ensure that approved trainings (for Ministry and Sector) are implemented within the agreed timelines;
36. Collaborate with other Divisions to develop training resources and materials on relevant ICT technical trainings;
37. Assist PSC, MCIT Corporate Services and other technical divisions in trainings pertaining to ICT;
38. Provide on the job support and coaching as well as training for division staff to ensure their continuous development and capacity building.

### **Key Deliverables**

1. Develop a strategy to optimize the use of the SNBH for the development of all sectors (Education & Health as Priorities);
2. In collaboration with the Policy and the CSD Division, conduct a Whole of Government stock take of the equipment and any other improvement that is needed for the network;
3. In collaboration with the Sector Coordination, conduct a National Survey/Research of the status of ICT Infrastructure of SNBH, Radio 2AP & TV9.
4. Explore strategies to strengthen collaboration with stakeholders to push for ICT initiatives (logic & coding, IT development, national ICT capacity etc);
5. Annual IT review and audit report of ICT infrastructure and Systems of the Ministry;
6. Develop proper documentations for all Government infrastructure with the hope to centralise all hardware and equipment.
7. Develop plan and replacement strategy to upgrade the Governemnt Data Center.
8. Successful implementation of the Division's Annual Key Performance Indicators as per FY Budget measures;

**Selection Criteria:**

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

		<ul style="list-style-type: none"> <li>• Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication.</li> <li>• Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.</li> </ul>
<b>SKILLS AND ABILITIES</b>	3. Delivers/achieves results <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency.</li> <li>• Monitors and manages resourcing pressures for optimum outcomes.</li> <li>• 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.</li> <li>• Fosters a culture of achievement and ensure planned targets / projects are realistic.</li> <li>• Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.</li> <li>• Achieve Ministry’s outputs as set out in Corporate and Management Plans.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	4. Integrity <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Exhibits and applies high integrity and ethical principles.</li> <li>• Is indisputably trusted and operates professionally.</li> <li>• Act professionally in carrying out duties and responsibilities despite personal preferences.</li> <li>• Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>



<b>PERSONAL ATTRIBUTES</b>	5. Commitment/Personal Drive <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Defines work in terms of results and pursues success with energy and drive.</li> <li>• Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track.</li> <li>• Helps others to define goals and plan a route for achievement.</li> <li>• A high achiever with a reputation for success and quality performance.</li> <li>• Sets high standards of performance for self and others.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	6. Intellect and Judgment <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Understands the environment affecting work of the organization and impacts on divisional level.</li> <li>• Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues.</li> <li>• Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace.</li> <li>• Has good judgment as to what information is significant and useable in each situation.</li> <li>• Demonstrates effective judgment to weigh up options and develop realistic solutions.</li> </ul>
<b>PERSONAL ATTRIBUTES</b>	7. Creative and Innovation <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Develops innovative ideas and methods of doing things.</li> <li>• Searches for new and more effective methods, making connections between previously unrelated ideas.</li> <li>• Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.</li> </ul>
<b>EXPERIENCE &amp; PAST WORK</b>	8. Experience <b>(Essential)</b>	Relevant years of experience in Engineering, IT or Connectivity

	9. Past Work Performance <b>(Essential)</b>	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
<b>QUALIFICATIONS</b>	10. Educational Qualifications <b>(Essential)</b>	Minimum qualification of a Bachelor's Degree in Engineering or Information Technology or relevant discipline from a recognized university.

**BENEFITS**

**Duty Station:** Apia, Samoa

**Duration:** 3 years

**Salary:** \$94,624 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.