



Government of Samoa
Malo o Samoa

SAMOA PUBLIC SERVICE

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

MANAGER ICT SYSTEM & PROMGRAM MANAGEMENT

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
- c. All Applications for the position will be closed on **30th 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 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:

JOB DESCRIPTION

Responsible to the: Chief Executive Officer for the Ministry of Communications and Information Technology

PRIMARY OBJECTIVE:

To ensure the efficient and effective administration of the work programme of the National ICT Committee

DUTIES:

1. To develop, implement and review appropriate strategies/policies to present to the CDC Committee for Cabinet endorsement.
2. Develop and implement a consolidated work plan and related plans & policies for all ICT Secretariat activities;
3. To keep the ICT CDC (Cabinet Development Committee) informed of the status of ICT in Samoa, by regularly consulting with stakeholders and utilizing existing reports from other sources.
4. Provide technical advise to the National ICT CD Committee.
5. Act as focal point on all technical matters relating to the Communications Sector Plan and its implementation;
6. Coordinate, develop and implement the TOR and Work Plan for the Government Technical Working Group (TWG);
- 7.
8. Coordinate all ICT related projects in the Communications Sector and across all of Government;
9. To collate, compile and formulate a consolidated work plan for all ICT Secretariat activities.
10. To facilitate the preparation and development of technical specifications (TS) and terms of reference (TOR) as needed for the technical assistance (TA) purposes.
11. To act as focal point on all technical matters relating to the IT/Communications Sector Plan and its implementation based on existing policies and strategies.
12. Organise and assist with the training needs of the relevant staff and ensure that approved trainings (for Ministry and Sector) are implemented within the agreed timelines.

13. Establish good rapport and effective working relationship with all sector wide stakeholders in government, business community and NGOs.
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. Seek additional funding sources to maintain and expand "fesootai culture" initiative to other areas of the country.
16. Seek additional funding sources to maintain and expand any Government ICT programme and initiative to other areas of the country;
17. Manage and maintain MCIT Local Area Network (LAN) and Wide Area Network (WAN), including Media Systems within the Broadcasting Services Division;
18. Establish, manage and maintain all MCIT ICT Systems and Applications;
19. Conduct IT Audit across all of Government and report to CEO;
20. Analyze current and future ICT needs, develop technological solutions and ensure their integration into strategy development and corporate planning.
21. Directing the selection and installation of ICT systems and the provision of user training.
22. Review, monitor, enforce and report on ICT Policy compliance and with the implementation of policies and plans.
23. Administer systems & all existing databases within Ministry.
24. Carry out other duties as required by the NICT Committee Chairman

Monitoring and Reporting

- Monitor, evaluate and update the activities of the program and NICT Committee for reporting purposes in consultation with key Ministries including key Development Partners.
- Monitor the implementation of National IT projects and community activities pertaining to systems & Applications under the ICT Sector Plan.
- Monitor the capacity building programmes including proposals for funding / assistance.
- Monitor developments and prepare annual reports on the progress of the all NICT Committee activities / decisions.

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:
 - a. Workforce Plan,
 - b. Corporate Plan
 - c. Management plan
 - d. Annual Reports
 - e. Performance Management Plans/Appraisals
 - f. And any other relevant Plan/Reports
3. Lead and role-model the Public Service Values for Divisional team members, organization and wider Public Service.

4. Provide on the job support and coaching as well as training for team members to ensure their continuous development.
5. Ensure that effective performance management and evaluation processes are undertaken for staff at the Division.
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. Collaborate with other Divisions to develop training resources and materials on relevant ICT technical trainings.
8. Identify priority budgetary requirements for the Divisions annual submission of performance measures and budgetary provisions to 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 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

Training and Development

1. Assist technical divisions and CSD in trainings pertaining to ICT.
2. 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. Optimize use of the SNBH for all sectors and wider community through designing applications for systems
2. Successful implementation and review of the Communications Sector Plan
3. Carry out Sector Annual Reviews and the Mid-Term Review for the Communication Sector Plan to track progress towards achieving sector outcomes and budget spending and allocation;
4. Consolidation of support and Management of ICT programs (not limited to):
 - Digital Transformation
 - Products and services
 - Infrastructure projects
 - Cybersecurity and Cybersafety
 - ICT skills and development
5. Align ICT programs to Sector and Government priorities
6. Annual IT review and audit to determine upgrades to ICT infrastructure of the Ministry.
7. Explore strategies to strengthen collaboration with stakeholders to push for ICT initiatives (logic & coding, IT development, national ICT capacity etc).
8. Implementation of the divisions' annual Key Performance Indicators as per 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 CEO 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.

SKILLS AND ABILITIES	<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. • Capitalises 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	<p>3. Delivers/achieves results (Essential)</p>	<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. • Achieve Ministry's outputs as set out in Corporate and Management Plans.

<p style="text-align: center;">PERSONAL ATTRIBUTES</p>	<p>4. Integrity (Essential)</p>	<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.
<p style="text-align: center;">PERSONAL ATTRIBUTES</p>	<p>5. Commitment/Personal Drive (Essential)</p>	<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.
<p style="text-align: center;">PERSONAL ATTRIBUTES</p>	<p>6. Intellect and Judgment (Essential)</p>	<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.
<p style="text-align: center;">PERSONAL ATTRIBUTES</p>	<p>7. Creative and Innovation (Essential)</p>	<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	8. Experience (Essential)	<ul style="list-style-type: none"> • Relevant years of experience. • Experience in Operations and Management of ICT issues and Project Coordination
	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 Bachelor's Degree in Communications/Information Technology or relevant discipline.

BENEFITS

Duty Station: Apia, Samoa

Duration: 3 years

Salary: \$92,769 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.