



Government of Samoa
Malo o Samoa

**MINISTRY OF COMMUNICATION AND
INFORMATION TECHNOLOGY**

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

Assistant C.E.O – ICT Sector Coordinator

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 Chief Executive Officer
Ministry of Communication and
Information Technology
Level 6, TATTE Building
SOGI
- b. All Applications can be submitted using the following options;
 - MCIT Office, Level 6, TATTE Building OR
 - Email: hr-info@mcit.gov.ws
- c. All Applications for the position will be closed on **24th February, 2025 at 5:00pm**
- d. For more information, please do not hesitate to contact the Human Resource Section by email: hr-info@mcit.gov.ws or telephone 26117

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

ABOUT THE POSITION:

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| DIVISION: | ICT- Sector Coordination Division |
| POSITION: | ACEO-Sector Coordinator |
| POSITION CODE: | CTP25005 |
| POSITION GRADE: | ACEO-Level |
| POSITION RATE: | SAT\$94,624.00 |
| IMMEDIATE SUPERVISOR: | CEO-MCIT |

Responsible to the:

The Chief Executive Officer, Ministry of Communication and Information Technology

Primary Objective:

- To ensure that Information Communication Technology investment priorities and activities are effectively and efficiently planned, properly and sufficiently implemented, closely and routinely monitored, and adequately evaluated.
- To ensure the effective and efficient coordination and management of donor funded projects implemented within the ICT Sector.

Key Responsibilities:

Coordination and Management of the Information Technology investment priorities and activities

1. Lead and coordinate the development of the Sector Plan to ensure it effectively and efficiently plans and strategize on all sector investment priorities and activities to ensure it accurately captures the Sector's required responsibilities to the nation.
2. Lead and coordinate the implementation and monitoring of the Sector Plan to ensure its strategies are progressively and effectively implemented by responsible agencies.
3. Lead and coordinate the evaluation of Sector Plan implementation activities to determine and identify issues and gaps, and develop learning strategies/framework to improve Sector performance.
4. Lead and coordinate the development of the Sector's Medium Term Expenditure Framework to appropriately estimate the Sector's financial position for the sector plan period.
5. Lead and coordinate the development of the Sector's Capacity Development Plan to ensure the Sector is adequately supported to deliver the Sector plan strategies and all its other mandated responsibilities.
6. Carry out secretariat services to the Sector Advisory Committee and the various working groups (transport sub-sectors and infrastructure subsector working group) which are cabinet approved entities for the provision of oversight and advise on Sector and subsector activities.
7. Develop and compile required documents and reports for the effective documentation of sector initiatives, developments and performance.
8. Develop the necessary policies, procedures and frameworks to support the Management, Coordination and Monitoring, as well as strategies and frameworks to strengthen progressive reporting responsibilities.

Coordination and Management of allocated Donor-Funded Projects

9. Oversee the day-to-day implementation of the Projects;
10. Coordinate the implementation of the Project, and acts as the focal point for communication with the Donors;
11. Develop guidelines necessary to effectively implement the Project's components;
12. Report periodically to the relevant Implementing Agencies;
13. Assist the Implementing Agencies in ensuring compliance with covenant of the Loan Agreement, if present;
14. Specifically, provide project coordination, as well as technical and advisory support (practical and advice), to the Implementing Agencies in the four areas of (i) financial management, (ii) procurement, (iii) safeguards and (iv) monitoring & evaluation as follows:

(i) Financial Management

Supervise the activities of the Financial Management specialist in the Sector Coordination Division.
Sets up and maintains strong Project financial management systems;
Provide advice and hands-on support to Implementing Agencies on all financial management matters related to all allocated donor funded projects (for instance, World Bank and ADB projects).
Coordinate and provide support to Implementing Agencies to undertake Project financial management activities in accordance with the relevant Samoan legislation including: Public Finance Management Act; Treasury Instructions; the Samoa Audit Act; and various tax acts, International Public Sector Accounting Standards (IPSAS) requirements as well as the legal agreements for the Project signed between Government of Samoa and Donors.
Work closely with Ministry of Finance and each project lead to that ensure any issues raised in audits and implementation support missions are addressed in a timely manner.
Prepare annual budget estimates, intermediary financial reports, monthly progress reports on financial management compliance, issues and implementation that will feed into the quarterly project progress reports.

(ii) Procurement

Supervise the activities of the Procurement specialist in the Sector Coordination Division.
Provide advice and hands-on support to Implementing Agencies on all procurement related issues / matters.
Coordinate and provide support to Implementing Agencies to undertake Project procurement activities in accordance with the Donor Procurement Regulations, the approved Procurement Plans (for each of the Implementing Agencies), the Project Financing Agreement; the Project Procurement Strategy for Development (PPSD); as well as the procurement requirements of the Government of Samoa.

Assist and provide hands-on support to Implementing Agencies to periodically update their PPSD's to determine the optimal procurement arrangements to deliver the best value for money, fit for purpose outcomes and, based on the PPSD, to prepare/update the Procurement Plans.

Market Research: As part of the preparation of PPSDs, undertake in consultation with Implementing Agencies market research and analysis to enhance level of understanding of the market sectors that have been identified as having the potential to bid for the goods, services (consulting and non-consulting), and/or works required for contracts within the Project.

Procurement of Goods, Works and non-consulting Services/Selection of Consultants (individuals and firms) and Documentation: oversee/review/facilitate the preparation of procurement and contract documentation for goods, works and services (consulting and non-consulting), including requests for expressions of interest (REOI), specific procurement notices (SPN), preparation of bidding documents, drafting evaluation reports, using the Donor Standard Procurement Documents (SPD) for all activities.

Provide technical advice and support as necessary during project implementation on procurement issues and support the evaluation processes to ensure procedural compliance

(iii) Safeguards

Supervise the activities of the Safeguard specialist in the Sector Coordination Division.

Provide advice and hands on support to Implementing Agencies to ensure compliance with all Safeguards (environmental & social) related issues on allocated to World Bank funded project

Ensure that projects are designed and implemented with due regard to Samoa's contemporary environmental and social risks and vulnerabilities;

Provide advice on environmental and social assessment and management processes through implementing and regulatory agencies such as (Planning and Urban Management Agency(PUMA) in the Ministry of Work, Transport and Infrastructure(MWTI)) (and in accordance with the Donor's Environmental and Social Framework (ESF).

Manage the overall implementation of the Donor's environmental and social policies and coordinate with Implementing Agencies to enable efficiency, compliance and timely delivery of Donor policy requirements.

Validate the environmental and social risk screening undertaken by the Implementing Agencies and ensure the relevant laws, policies and standards have been applied.

Review environmental and social assessment and management instruments for consistency with Donor policy and Samoan legislation.

Stakeholder engagement, consultations and disclosure: ensure project-level citizen and stakeholder engagement and disclosure processes to ensure Donor policy and community expectations are met.

Liaise with Donor and assist Implementing Agencies with resolving all project grievances.

Oversee progress reports on safeguards compliance and implementation as well as issues, that will feed into the overall sector project progress reports.

(iv) Monitoring & Evaluation (M&E)

Supervise the activities of the M&E specialist in the Sector Coordination Division.

Provide advice and hands on support to the Executing Agency (Ministry of Finance) and Implementing Agencies on all M&E related issues in donor funded allocated projects.

Improve the overall M&E process and oversight of projects under preparation and implementation; and

Lead the development of and review of project level M&E strategies;

Prepare work plans (within the strategies) for active projects;

Propose and recommend appropriate corrective actions and recommendations;

Work closely with the Aid Coordination Division and Economic Policy and Planning Division (EPPD) of Ministry of Finance to ensure alignment to and utilization of the Government M&E framework.

Selection Criteria

| <u>MERITS</u> | <u>COMPETENCY</u> | <u>DESCRIPTOR</u> |
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| SKILLS AND ABILITIES | Strategic Thinking (Essential) | <ul style="list-style-type: none"> • Understands organizational direction and translates strategic objectives into operational activities. • Recognizes impact of organization’s direction and role within the government and community and manages accordingly. • Considers multiple perspectives when assessing impact of key issues and identifies viable solutions. • Provides advice that reflects analysis of a broad range of issues. • 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 |
| SKILLS AND ABILITIES | Building and Sustaining Relationships (Essential) | <ul style="list-style-type: none"> • Is committed to client service delivery, 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 Policy and Planning Team to achieve Ministry objectives. • Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities. • 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 as appropriate in response to different contexts especially cultural |
| SKILLS AND ABILITIES | Delivers/achieves Results (Essential) | <ul style="list-style-type: none"> • Focuses on activities that support organizational achievement and streamlines and adapts processes to seek operational efficiency. • Facilitates information accessibility and sharing. |

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| | | <ul style="list-style-type: none"> • Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities. • Monitors and manages resourcing pressures for optimum outcomes. • Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. • Fosters a culture of achievement and ensure ideas and intended action are realistic and planned projects result in expected outputs. • Regularly monitors and evaluates work progress to enable quick adaptations in response to challenges. |
| SKILLS AND ABILITIES | Project Management (Essential) | <ul style="list-style-type: none"> • Demonstrated ability in project and programme management • Able to clearly articulate the project purpose and outcomes and delivery under time constraints. |
| PERSONAL ATTRIBUTES | Integrity (Essential) | <ul style="list-style-type: none"> • Role-models and promotes the Samoa Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness. • Exhibits highest level of ethical conduct and judgment. • Consistently supports a high set of ethical and moral principles. • Is indisputably trusted and operates professionally. |
| PERSONAL ATTRIBUTES | Commitment/Personal Drive (Essential) | <ul style="list-style-type: none"> • Defines work in terms or results and pursues success with energy and drive. • 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 | 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. |

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| | | <ul style="list-style-type: none"> • 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 | 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 | Experience (Essential) | <ul style="list-style-type: none"> • Knowledge of ICT systems, digital infrastructure, and the development of sector strategies related to digital transformation and ICT investments; • Demonstrated experience in coordination and oversight of donor-funded projects, with familiarity in leading multi-stakeholder engagement processes, would be an advantage; • Familiarity with Samoa’s regulatory environment, public finance management practices, and relevant legislative frameworks; • Strong interpersonal and communication skills, with the ability to work effectively with government agencies, donors, and other stakeholders; • Flexibility and adaptability to work in a dynamic environment with evolving project needs; • Strong organizational and time management skills, with attention to detail and the ability to prioritize tasks effectively |
| | Past Work Performance (Essential) | <ul style="list-style-type: none"> • A minimum of 7-10 years of experience in project management, including experience with procurement, financial management, safeguards, and monitoring & evaluation, ideally within a government or donor-funded context; |
| QUALIFICATIONS | Educational Qualifications (Essential) | <ul style="list-style-type: none"> • A Bachelor’s Degree (Masters advantage) in Information and Communication Technology, Computer Science, Public Administration, Engineering, Project Management, Economic or a related field from a recognized institution. |

