

Ministry of Communications

and Information Technology

*\*Please address all correspondences to the Chief Executive Officer*

**Position Description**

***Position Title:*** Principal Finance Management Officer

***Location:***Tatte Building, Floor 6 - Sogi

***Position Code:*** CTP25002

***Division/Section:*** ICT Sector Coordinator - Division

***Salary grade:*** A16 – SAT55,431.00

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| **Ministry Overview** |

The Ministry of Communications and Information Technology facilitates, leads, and implements the Government of Samoa's vision for Communications development. The Ministry’s Vision is *“****To serve Samoa through Digital Transformation and Communication & Information Services”*** whereas our Mission is***“To provide sound policy advice to ensure affordable, reliable, resilient and secure digital communication services for All.”***

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| **Purpose of Position** |

The Principal Finance Management Officer will be responsible to initiate, facilitate and manage the implementation of financial management process through the provision of project management support to relevant implementing agencies for the ICT sector. The Principal Finance Management Officer ensures the effective implementation of the following outputs.

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| **Key Responsibilities** |

1. Assist sector agencies in understanding and complying with the Public Finance Management Act 2002, Treasury Instructions, and other relevant regulations.
2. Ensure adherence to IPSAS (International Public Sector Accounting Standards) and guidelines outlined in the Project Operational Manual/Procedures.
3. Provide support in managing financial aspects in line with legal agreements and requirements set forth by the World Bank.
4. The Principal Finance Management Officer is responsible for preparing the quarterly interim financial reports (IFRs), together with bank reconciliation, bank statement, contract register, and fixed asset register. The IFRs will include an analysis of actual expenditure for the current period, year to date, and the cumulative to date, plus outstanding commitments, compared against the total project budget.
5. The Principal Finance Management Officer is responsible for the preparation of the annual project financial statements within three months after the end of the fiscal year for submission to the MOF to organize the audit with the Samoa Audit Office. The annual Financial Statement must follow established accounting and reporting standards e.g. IPSAS.
6. Work with relevant sector agencies to draft and review financial management documents.
7. Act as a point of contact for implementing agencies, facilitating communication with the Ministry of Finance and the World Bank.
8. Support the process of obtaining necessary approvals for World Bank-financed activities.
9. Contribute to the regular development and updating of the Mid-Term Expenditure Framework (MTEF).
10. Ensure the MTEF reflects accurate and realistic financial projections and expenditure plans.
11. Oversee the initiation and processing of payments for World Bank-financed projects, ensuring compliance with the Government of Samoa’s Public Finance Management Act and Treasury Instructions.
12. Ensure timely and accurate processing of project expenditures.
13. Verify progress payments against signed contracts and monitor the authorization of payment vouchers.
14. Ensure that payments are made in accordance with the budget schedule and contractual obligations.
15. Keep comprehensive and up-to-date registers of all contracts and commitments related to World Bank-financed activities.
16. Ensure that records are accurate and easily accessible for auditing and reporting purposes.
17. Maintain and organize all official financial management records for sector projects, including those related to the digitally connected and resilient project.
18. Ensure that records are securely stored and easily retrievable.
19. Assist in the preparation of quarterly progress reports for sector projects.
20. Contribute to other sectoral reports as required, ensuring that all information is accurate and comprehensive.
21. Support the development of the annual work plan and budget for the ICTSCD (Information Communication Technology Sector Capacity Development).
22. Provide updates on the implementation of the work plan and budget on a quarterly basis.
23. Contribute to the review and updating of budgets specifically for World Bank-financed activities.
24. Ensure that budget adjustments are accurately reflected and documented.
25. Assist in developing a capacity plan to enhance financial management skills and capabilities within the sector.
26. Ensure that the plan aligns with World Bank requirements and broader sector

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| **CORE COMPETENCIES AND SELECTION CRITERIA**  |
| **Merits** | **Competencies/ Selection Criteria** |
|  | **Strategic Thinking** | * Understands organizational direction and sets work tasks that align with the strategic objectives.
* Understands the relationship between self and organizational goals.
* Recognize the impact of operational work on the organization’s direction.
* Considers wide issues when assessing the impacts of issues.
* Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence.
* Determined and passionate about meeting operational goals and possesses a positive attitude toward change.
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| **Building Relationship** | * Commits to client service, and builds and sustains relationships within the organization and across the public service.
* Facilitates cooperation and fosters teamwork through reciprocal sharing of information with key stakeholders.
* Capitalizes on diversity and supports interactions from different perspectives to enhance interactions at the divisional level.
* Encourages and motivates people to engage in continuous learning and in activities to sustain morale.

Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.* Promotes the purpose of the organization through networking and reciprocal sharing of authorized information with colleagues and the public.
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| **Achieve and Delivers results** | * Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities.
* Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations.
* Adopts a planned approach to the management of programs and defines high-level objectives and supports translation into implementation strategies.
* Supports a culture of achievement and ensures planned projects/targets are monitored to achieve expected outputs.
* Strives for quality and ensures compliance with regulatory requirements.
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| **Communication and Presentation skills** | * Communicates clearly in written and verbal
* Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation
* Possess a strong understanding of key issues, and use effective delivery tact’s for a convincing and balanced rationale
* Correspond, convey and report in sequential order information and work-related matters to minimize misinterpretation
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|  | **Leadership** | * Shows ability to lead and manage planned targets with a commitment to achieving same.
* Shows confidence and willingness to lead targets.

Shows sound analytical and innovative skills and commitment to carrying out duties. |
| **Personal Attributes** | **Commitment and Personnel Drive** | * Work effortlessly in any circumstances
* Committed to the work, team, and organization by cooperating in team activities and valuing the input of staff at every level
* Work together to achieve a common purpose
* Pursues work with energy and drive.
* Persevere to achieve goals in the face of resistance and setback.
* Consistently meets goals and pushes for results.
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| **Integrity and Honesty** | * Acts with integrity at all times
* Demonstrate precision in assigned work operations and decision making
* Role models professionalism, impartiality, and objectivity in approach to sensitive matters
* Presents authorized information where needed
* Widely trusted and seen as a direct and truthful individual.
* Presents truthful information in an appropriate and helpful manner.
* Work in a professional manner despite personal preferences.
* Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency, and effectiveness.
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| **Intellect and Judgment** | * Applies intellect and knowledge to weigh up complex information and identify critical factors and issues. .
* Explores options in full and makes sound decisions under pressure.
* Handles concepts and complexity comfortably and can communicate and summarize them effectively to others.
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| **Experience & Performance** | **Experience Knowledge and Past Work Performance** | * A minimum of 5 years of experience in financial management and operational experience in Government of Samoa Finance One System, FM Regulations, and Development Partners financial management policies and procedures.
* Demonstrate Ability to overseeing project financial activities.
* Effective report writing skills
* Demonstrate ability to set deadlines and deliver results.
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| **Qualification** | **Formal Qualification**  | * A minimum Bachelor Degree in Commerce majoring in Economics, Accounting, Finance and Banking.
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