

**MINISTRY OF EDUCATION, SPORTS & CULTURE**  
**ASSISTANT CHIEF EXECUTIVE OFFICER – CULTURE**  
**SALARY GRADING: C2: \$80,000.00**

**Responsible to:** Chief Executive Officer – Ministry of Education, Sports & Culture

**Primary Objective:**

To ensure, based on effective planning and quality management that established outputs and associated targets for all Culture Division activities are achieved.

**Duties:**

1. Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all Culture Division services;
2. Provide strategic policy advice and identify critical policy concerns for policy development focusing on the preparation of guidelines, policies and protocols relating to Culture issues
3. Develop, implement and review Culture Policy, the Division's Management Plan and Capability Plan in support of the Ministry's strategic policy directions;
4. Lead and manage resources and core functions of the Division in order to foster quality assurance and ethical standards of all services;
5. Conduct and co-ordinate research and surveys into the development and conservation of culture and ensure the accuracy and timely dissemination of relevant information to relevant parties;
6. Prepare proposals for funding for cultural development programs and report on the development of culture;
7. Manage the allocation and be accountable for all physical resources of the Division;
8. Identify priority budgetary requirements for the Division's annual submission of performance measures and budgetary provisions and manage the Division's finances in line with prevailing policies and mandates;
9. Advise CEO and management of the Division's development work and progress through verbal and written reports.
10. Act as CEO of the Ministry and to represent the organization whenever required.

**Selection Criteria**

1. Demonstrated ability in undertaking customer based research and identifying needs clearly in relation to Culture Division's services and activities (Essential)
2. Demonstrated ability in the operations and management of Culture Division's services and activities (Essential)
3. Demonstrated ability to effectively plan for and manage the Division's resources as well as demonstrated ability to lead and develop these resources to achieve defined targets/outputs in line with established ethical work standards (Essential)
4. Demonstrated ability to lead and encourage service-related reforms for service quality improvement as it pertains to Culture Division's activities and its contribution to the achievement of the Ministry's outputs (Essential)

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5. Demonstrated ability in written and oral communications, strategic planning and analytical skills, computer literacy, decision making and networking skills (Essential)
6. Minimum qualification of a Bachelor Degree in the Social Sciences field or relevant discipline (Essential)
7. At least 7 years relevant experience (Essential)
8. Sound Knowledge of the Samoan Traditional and Cultural requirements and all relevant legislations governing the Ministry's operations and particular Culture Division's activities (Desirable)