

“SCHEDULE 1”
MINISTRY OF FOREIGN AFFAIRS & TRADE
ASSISTANT CHIEF EXECUTIVE OFFICER – POLITICAL ISSUES,
INTERNATIONAL RELATIONS AND PROTOCOL DIVISION
SALARY GRADING: C2 \$80,000 P.A.

Responsible to the: CEO, Ministry of Foreign Affairs & Trade

Primary Objective:

To ensure based on effective planning and quality management, that the outputs and associated targets for the Political Issues, International Relations and Protocol Division (PIIRPD) are achieved as set out in the Ministry of Foreign Affairs and Trades' Corporate Plan.

Duties:

1. Identify service delivery requirements and appropriate delivery methods to implement, monitor and evaluate systems of operations for all PIIRPD services;
2. Provide overall strategic policy advice in respect to Samoa's foreign policy with foreign governments and multilateral organizations;
3. Identify critical policy concerns for policy development focusing on preparation of guidelines and policies on global and regional political/security issues of importance to Samoa;
4. Lead and manage the core functions of the PIIRPD in order to foster quality assurance and ethical standards of all services with special focus on issues handled by the division;
5. Manage Samoa's accession/ratification of international treaties and conventions and monitor the implementation of treaty obligations and compliance;
6. Maintain constant monitoring of global and regional events that could impact on Samoa's national and security interests;
7. Liaise and provide support to Samoa's overseas mission and advancing Samoa's interests through participation in multilateral organizations such as United Nations and the Commonwealth, including management and coordination of Samoa's voting positions in these and other international and regional organizations;
8. Manage and pursue Samoa's interests in and through and memberships of regional and international organizations on key issues such as human rights, security, disarmament, environment, fisheries and civil aviation, climate change, peace keeping and sustainable development;
9. Supervise arrangements for the accreditation of Heads of diplomatic and consular missions to Samoa and to provide host government services to the diplomatic corps and international organizations based in Apia;
10. Represent Samoa in regional organizations through active engagement, participation, evaluation and monitoring;
11. Oversee the accuracy and timely dissemination of relevant information to all government ministries and stakeholders;
12. Manage the allocation and be accountable for all physical resources of the Division;
13. 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;

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14. Advise the CEO and management of the Division’s development work and progress through verbal and written reports.

Selection Criteria:

1. Minimum qualification of a Bachelors Degree in either Political Science, International Relations, Law and Economics or relevant discipline (Essential)
2. At least 7 years relevant experience with high standard work performance in Foreign service work (Essential)
3. Demonstrated ability to monitor and analyze regional and global developments that would impact on Samoa’s national interest(Essential)
4. Demonstrated ability and experience to represent and articulate Government positions on issues of pertinence such as human rights, security, disarmament, environment, fisheries, climate change, peacekeeping and sustainable development as well as demonstrated ability in the management of treaty ratification/accession and obligation compliance (Essential)
5. Demonstrated ability to lead and manage the obligations of Government vis-a-vis diplomatic missions, international and regional organization hosted by Samoa under the Diplomatic Privileges and Immunities Act, as well as demonstrated ability in the protocol organization and management of VIP visitors and delegations (Essential)
6. Demonstrated ability to effectively plan for and manage 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)
7. Demonstrated ability in computing skills, written and oral communications, analytical and strategic planning, decision making and networking skills (Essential)
8. Sound knowledge of all relevant legislations governing the Ministry’s operations especially those relating to Political, International and Protocol services and activities (Desirable)