

**MINISTRY OF WORKS, TRANSPORT & INFRASTRUCTURE
ASSISTANT CHIEF EXECUTIVE OFFICER – POLICY & PLANNING
SALARY GRADING: \$81,600 p.a.**

Reporting to:

Chief Executive Officer, Ministry of Works, Transport & Infrastructure.

Overall Purpose of the Job

To provide strategic policy advice to the Ministry and Government in relation to transport and infrastructure sector wide policies, ensuring the Ministry’s regulatory objectives are met.

Duties and Responsibilities

1. Lead and manage the implementation of the National Infrastructure Strategic Plan.
2. Provide a whole-of-Ministry perspective in advice and strategic solutions to cross-sector and sector-wide issues or concerns raised by internal and external stakeholders.
3. Provide well informed and researched National Transport policy advice.
4. Establish, engage and maintain a network of professional affiliations within Samoa, regional and international that facilitates access to relevant knowledge, innovative ideas and trends, and industry related developments.
5. Familiarise with the Ministry’s mandates, policies and plans to provide quality and timely advice to the CEO, Minister and Cabinet when required on issues pertaining to the Ministry and its functions.
6. Lead and facilitate a whole-of-Ministry approach and perspective in promoting Ministry’s policy and responding to enquiries from internal and external stakeholders.
7. Provide technical and professional advice on national issues affecting the transport and infrastructure sector.
8. Assist in strengthening the quality of policy development and work undertaken in the Ministry.
9. Develop and implement, in consultation with other ACEOs, management strategies and practices to improve team work and create a motivational work environment to enhance employee’s productivity and commitment.
10. Coordinate and compile Divisional plans to ensure the achievement of planned targets corresponding to objectives and strategies in the Corporate Plans, Strategic Annual Management Plan and Annual Budget.
11. Enhance the skills of the Division’s employees doing policy and research through coaching, mentoring and involvement in other capability building activities.

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12. Co-ordinate and facilitate the development and updating of the Ministry’s Corporate Plan urging appropriate inputs from all other ACEOs so that the Plan is published on time and in accordance with government reporting systems.
13. Represent the CEO in Government committees and meetings as directed.

Selection Criteria

1. Must have a degree with majors in Management (Planning and Policy emphasis), Public Policy, Economics and/or Administration or any relevant qualification(s) from a recognized tertiary institution (Essential).
2. At least 7 years relevant experience (Essential).
3. Demonstrated ability to perform critical analysis and initiate policy interventions, carry out comprehensive research and provide strategic advice to the CEO on any issue relating to the Ministry’s functions (Essential).
4. Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees and relevant stakeholders in developing and analyzing policy in the transport and infrastructure sector (Essential).
5. Demonstrated ability to lead, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable professional and ethical standards (Essential).
6. Demonstrated ability in project and programme management which enable the articulation of clear project purpose and outcomes and delivery under time constraints (Essential).
7. Should be computer literate and has proven experience in Microsoft Office software and any other relevant database etc (Essential).
8. Knowledgeable of the government machinery and its structures, processes and reporting regimes (Desirable).
9. Has sound knowledge of the governing legislations (Desirable)
 - Ministry of Works Act 2002
 - Land and Transport Act 2007
 - Ports Authority Act 1998
 - Shipping Act 1998
 - Civil Aviation Act 1998
 - Planning and Urban Management Act 2004
 - Public Service Act 2004