



JOB DESCRIPTION

ASSISTANT COMMISSIONER

Position Title: Assistant Commissioner – General Policing & Prisons Savaii

Salary Grading: C2 SAT\$90,067.00 p.a.

Location: Tuasivi Outpost

Reports to the: Deputy Commissioner District Operations

As stipulated under Section 22 of the Police Service Act 2009, this is a contract position, for a period of 3 years and the successful incumbent will be required to sign a contract of employment.

Primary Objective:

Responsible for the effective, economical and ethical leadership and management of Savaii Operations which includes; Police Service, Vaiaata Prison and Vehicle & Driver's License Registration Section in ensuring the achievement of corporate objectives and outcomes.

Role of the Position:

As stipulated under Section 25 of the Police Service Act 2009, the Assistant Commissioner (General Policing & Prisons Savaii), shall assist the Deputy Commissioner District Operations in the exercise of the Deputy Commissioner's powers and functions relating to the effective and efficient management of the District Operations Portfolio, through the performance of the following duties.

Duties:

The successful candidate will perform the following key duties and responsibilities in an efficient, effective and ethical manner:

1. Lead and manage Savaii Operations Portfolio to ensure:
 - Effective and efficient operations and service delivery;
 - Economical and ethical utilisation of allocated resources (human, financial, physical, materials and information); and
 - Ongoing improvement in the performance and service delivery.
2. Provide strategic advice to the Deputy Commissioner District Operations on all issues and matters pertaining to Savaii Operations.

3. Plan, lead and drive the implementation of initiatives, programs and activities that will improve the performance of functions and services of the Portfolio.
4. Implement the Ministry's Performance Management Systems which includes the:
 - Corporate Plan relevant key performance indicators and expected outputs related to the Savaii Operations;
 - Annual Plan performance measures;
 - Capability Plan;
 - Service Charter; and
 - Other operating requirements,

and regularly monitor and evaluate their effectiveness and relevancy.

5. Ensure that appropriate policies, systems and capacity building programs are put in place and are being implemented to create a high performing and ethical work culture within the Portfolio and the Ministry.
6. Work collaboratively and strategically with all partners, donors and stakeholders in ensuring continuous support to the Ministry.
7. Provide vertical and horizontal management within the Ministry in order to maintain a whole of organisation approach and shared accountability to the community.

Key Accountabilities:

1. Prepare and submit to the Deputy Commissioner District Operations the following reporting requirements:
 - Annual Report on the performance of the Portfolio
 - Mid-year and annual review of budgetary performance measures.
 - Annual Staff Performance Appraisal Reports.
 - Other Police & Prisons Services requirements.
2. Model leadership and collaborative behaviours required to achieve the Ministry and sectoral outcomes.
3. Maintain the highest standards of personal integrity, articulated through the Ministry's Statement of Purpose, Code of Conduct and Principles of Employment.
4. As a member of the Executive, provide strategic and sound advice to the Deputy Commissioner and Commissioner in ensuring that the right decisions are made in accordance with legislation and policies.
5. Foster and maintain sound working relationships with the Samoa Police Executive, local governance institutions and all other stakeholders.
6. Ensure robust systems and internal controls are implemented for the Ministry's efficient and effective operations and management of all resources.
7. Ensure regular implementation of surveys to determine public needs and assessment of the Ministry's services and operations.

Selection Criteria

1. Legislative Requirements (Section 23 Police Service Act 2009)

- a. Must be a member of the Service at the time of application (**Essential**).
- b. Must have served in the Samoa Police & Prisons Service for a period of not less than 10 years (**Essential**)

2. Qualification

- a. Has successfully completed all requirements and is holding a rank not below that of a Commissioned Officer (**Essential**).
- b. Minimum of a Bachelor's Degree in Management and/or Policing and/or Law or equivalent relevant fields from a recognised tertiary institution (**Highly desirable**)

3. Experience

- a. Minimum of 10 years relevant experience in leadership and senior management roles (**Essential**).
- b. Sound understanding of national security, safety, policing and prisons issues (**Essential**).
- c. Sound knowledge of Government operations appropriate to the position (**Desirable**).

4. Role core competencies

- a. *Leadership* - ability to identify strategic issues impacting on Portfolio's performance and able to identify and implement actions that will position the portfolio for the future, through effective planning, change management and personal drive and perseverance.
- b. *Managerial Effectiveness* - ability to build high performing teams together with appropriate systems to ensure efficient and effective operation.
- c. *Technical Skills and Job Knowledge* – possess technical skills and knowledge of the job to embrace and initiate relevant changes and the capacity to manage change to improve the portfolio.
- d. *Judgement and Decision Making* - possess the capacity to make timely and effective decisions and be held responsible for the consequences of those decisions.
- e. *Probity and Professionalism* – act with professionalism and probity in the making of decisions and in all engagements.
- f. *Communication with influence* – ability to express oral and written ideas clearly and use appropriate interpersonal and persuasive skills for mediation, negotiation and conflict resolution.
- g. *Building and sustaining relationships* – ability to nurture internal and external relationships and facilitate cooperation and partnership.