



## MINISTRY OF POLICE, PRISONS & CORRECTIONS

Samoa Police Headquarters  
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Samoa Prisons and Corrections  
PO Box 6102  
Tanumalala, SAMOA  
Tel: (685) 23516 Fax (685) 23517

### POSITION DESCRIPTION

**Position Title:** Deputy Commissioner – Prisons Operations

**Salary:** C3 \$101,325.00

#### **A. PRIMARY OBJECTIVE:**

1. Responsible for the effective, economical and ethical leadership and management of Prisons Operations in ensuring the achievement of corporate objectives and outcomes.

As the Head of Prisons Operations, the Deputy Commissioner ensures the effective and efficient management of prisons through custody care and rehabilitation of all prisoners lawfully held in custody through partnerships and collaborative working relationships with work colleagues, community organizations, villages, non-government institutions, and civil society to strengthen overall prisons objectives.

#### **2. RESPONSIBLE TO:**

- (a) The Commissioner of Police, Prisons and Corrections for;
  - (i) the professional and economical administration of prisons in fulfillment of its statutory functions;
  - (ii) Efficient and effective administration and implementation of all legislations, Government policies and directives relating to and affecting the Samoa Police, Prisons & Corrections Services (SPPCS);
  - (iii) Achievement of the Ministry's expected outcomes and key performance indicators as stipulated in the Corporate Plan and as set out in the Deputy Commissioner's Performance Contract with the Minister;
  - (iv) Professional, ethical, honest and effective leadership and management of all employees of SPPCS in accordance with the Police Service Act 2009, Prisons and Corrections Act 2013, Police Service Regulations 2010, General Instructions and other relevant Government policies.
- (b) The Ministry of Finance for compliance with Public Finance Management Act 2001 and other relevant legislation and Government policies.
- (c) As provided for under Section 21 of the Police Service Act 2009, the Deputy Commissioner, shall assist the Commissioner of Police, Prisons and Corrections in the exercise of the Commissioner's powers and functions relating to the effective and efficient management of the ministry through the performance of the following duties.

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## B. DUTIES

The successful candidate will perform the following duties:

1. Assist the Commissioner in the performance of statutory functions and responsibilities of the Ministry as prescribed under the Prisons and Corrections Amendment Act 2020, all other relevant legislation, Government policies and directives.
2. Lead and manage Prisons Operations Portfolio in ensuring the:
  - Effective and efficient managing of custodies
  - Economical and ethical utilization of allocated resources (human, financial, physical, materials and information);
  - Care and rehabilitation of all prisoners lawfully held in custody; and
  - Ongoing improvement in performance and service delivery.
3. Provide high quality advice to the Commissioner through the timely preparation and compilation of the following reporting requirements;
  - Reports for Tanumalala and Olomanu Prisons on the performance of the Custodial and Security Services;
  - Mid-Year and Annual review of budgetary performance measures for Tanumalala and Olomanu Prison;
  - Annual Staff Performance Appraisal Reports for Tanumalala and Olomanu Prison; and;
  - other ministry requirements.
4. Plan, lead and drive the implementation of initiatives, programs and activities that will improve the performance of functions and services.
5. Implement the Ministry's Performance Management Systems that relates to Tanumalala and Olomanu Operations,
  - Corporate Plan relevant key performance indicators and expected outputs
  - Annual Plan performance measures;
  - Capability Plan;
  - Service Charter; and
  - Other operating requirements,And regularly monitor and evaluate their effectiveness and relevancy.
6. 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 Ministry.
7. Accurate and timely planning, preparation and compilation of the Custodial and Security Services annual budget and performance measures for Tanumalala and Olomanu Prison
8. Providing effective and appropriate correctional services through; ensuring prisoners are provided with safe, humane, secure and adequate facilities while under the ministry's custody.
9. Work collaboratively and strategically with all partners, donors and stakeholders in ensuring continuous support to Prisons and Correctional Services through the Ministry.
10. Provide vertical and horizontal management within the Ministry in order to maintain a whole of organization approach and shared accountability to the community.

11. Provide quality, professional and timely advice to the Commissioner on all strategic matters pertaining to:
  - custodial and security services
  - rehabilitation and reintegration programs
12. Leads the effective and efficient implementation of relevant provisions in the Act to improve the supervision and safekeeping of prisoners in Upolu Island.
13. Responsible to and resolve complaints/grievance of prisoners and members, and take remedial action if necessary
14. Deal effectively with community groups and village governance institutions such as village councils on all issues pertaining to policing and its technical operation.
15. Liaise with donor partners, international and regional development organizations in facilitating technical and financial support for continuous development of the Portfolio.
16. Oversee monitoring and compliance of officers in Prisons in the implementation of the Case Management System to identify, priorities, and report on prisoners progress and needs.
17. Lead the development and implementation of an Offender Warning System for prisons to ensure better monitoring of possible escapees, parole, prisoners released on Sundays and high risk offenders etc
18. Coordinate the work of all divisions, in ensuring integration of service delivery and effective utilization of resources.
19. Oversee all agricultural developments and farm, rehabilitation and reintegration programs for prisoners, and records of all transactions pertaining Prison.
20. Deputize in the absence of the Commissioner and ensure that all delegated functions and duties are carried out in an efficient, effective and ethical manner.

**C. KEY ACCOUNTABILITIES:**

1. Prepare and submit within the statutory requirement the following:
  - Annual Report summary of Prisons Operations to relevant unit for compilation for Parliament through the Commissioner on the operations of the Samoa Police, Prisons and Corrections Services;
  - Mid-Year and Annual Budget Reviews for Prisons operations to the Commissioner;
  - Other Police, Prisons and Corrections Services requirements
2. Model leadership and collaborative behaviours required to achieve the Ministry, sectoral, cross-sector and whole of Government outcomes
3. Maintain the highest standards of personal integrity, articulated through the Samoa Police, Prisons and Correction's Statement of Purpose, Code of Conduct and Principles of Employment
4. Ensure robust systems and internal controls are implemented for the Ministry's efficient and effective operations and management of all resources (physical, financial, human, material, information resources etc)
5. Ensuring regular implementation of surveys to determine public needs and assessment of the Ministry's services and operations.

## **D. SELECTION CRITERIA AND CORE COMPETENCIES**

### **1. Qualifications and work experience**

- a. Is currently serving; or formerly served; in the Samoa Police, Prisons and Corrections Services for a period of not less than 10 years, or has been a member of a Prisons & Custodial Service in another country for a period of at least 10 years. (Essential).
- b. Is a current or former commissioned officer of the Samoa Police, Prisons & Corrections Services, or a current or former member of senior rank equivalent to Commissioned Officer in the Prisons & Custodial Service of another country (Essential)
- c. Minimum of 10 years relevant management experience in policing and custodial services (Essential).
- d. Sound understanding of national security, safety, policing law enforcement and prisons issues (Essential).
- e. Sound knowledge of Government operations appropriate to the position (Desirable).
- f. Tertiary qualifications in Management and/or Policing and/or Law or equivalent relevant fields (Desirable).

### **2. Leadership competencies**

- a. Ability to articulate a clear vision for the Ministry, initiate and steer change and drive the Ministry towards the achievement of the vision.
- b. Ability to recognise opportunities, limits and maximum people's potential and strengths in meeting the Portfolio goals and objectives.
- c. Ability to make timely and effective decisions and produce results through strategic planning and effective implementation and evaluation of programs and policies.

### **3. Managerial Expertise**

- a. Demonstrates understanding of management principles in both policing and prison environment.
- b. Has good command skills and encourages internal feedback and external assessment for improving the Ministry's performance and take personal responsibility for results.
- c. Build effective teams and relevant systems within the Ministry to ensure effective and efficient operation.
- d. Ability to acquire and administer resources (human, financial, material, information) in a manner that instills public trust and accomplishes the Ministry's goals.

### **4. Intellectual and Technical competencies**

- a. Is analytical, innovative and able to conceptualize strategic issues faced by the Ministry and apply appropriate solutions.
- b. Has the functional and technical knowledge to carry out the Deputy Commissioner's duties to a high level of accomplishment.
- c. Makes sound decisions based on common sense, experience and good judgment.

### **5. Values and Professionalism**

- a. Possess appropriate values and beliefs in what is best for the common good.
- b. Is widely trusted and is seen as a direct and courageous individual.
- c. Personifies values of honesty, integrity, impartiality, transparency and accountability.

d. Demonstrates self-awareness and commitment to personal development.

**6. Building and sustaining relationships**

- a. Nurtures internal and external relationships.
- b. Facilitates cooperation and partnerships.
- c. Values individual differences, strengths and potential and harness these to achieve the Ministry's goals.
- d. Develops, guides and mentors employees.

**E. REMUNERATION**

**1. Salary**

The salary for the position is SAT \$101,325.00 per annum before tax. This amount is inclusive of 9% employer contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.

**F. SECURITY CLEARANCE**

The appointment will be subject to a police record check and general security clearance.

Note: The above do not constitute a legally binding offer. All the terms and conditions of employment will be included in the Contract of Employment.