



Ministry of Police, Prisons & Corrections

JOB DESCRIPTION

Position Title:	Deputy Commissioner – District Operations
Location	Police Headquarters, Apia
Salary Grading:	C3 \$106,452.00
Reports to:	Commissioner

PRIMARY OBJECTIVE:

Responsible for the effective, economical and ethical leadership and management of the District Operations Portfolio, of the Samoa Police Service in ensuring the achievement of corporate objectives and outcomes.

As the Head of the District Operations, the Deputy Commissioner-District Operations leads and manages the delivery of all policing operations in the following areas;

1. Central Apia Business District (Apia General Policing, Criminal Investigation Division & Dog Management Unit);
2. All Police Outposts in Upolu (Faleata, Afega, Faleolo, Lotofaga, Poutasi and Lalomanu);
3. All Police Outposts in Savaii (Tuasivi, Fagamalo, Asau & Vaitoomuli); and
4. Partnerships and collaborative working relationships with work colleagues, community organizations, village governance institutions, and civil society and donor partners.

RESPONSIBLE TO:

The Commissioner of the Ministry of Police, Prisons and Corrections for;

1. The professional and economical administration of the Samoa Police Service in fulfillment of its statutory functions;
2. Efficient and effective administration and implementation of all legislations, Government policies and directives relating to and affecting the Samoa Police Service;
3. 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;
4. Professional, ethical, honest and effective leadership and management of all employees of the Samoa Police Service in accordance with the *Police Service Act 2009*, *Police Service Regulations 2010*, General Instructions and other relevant Government policies.
5. The Ministry of Finance for compliance with *Public Finance Management Act 2001* and other relevant legislation and Government policies; and

6. Pursuant to Section 21 of the *Police Service Act 2009*, the Deputy Commissioner, shall assist the Commissioner of Police in the exercise of the Commissioner's powers and functions relating to the effective and efficient management of the Service.

KEY DUTIES AND RESPONSIBILITIES:

1. Duties

1. Assist the Commissioner in the performance of statutory functions and responsibilities of the Ministry as prescribed under the *Police Service Act 2009*, *Police Service Regulations 2010*, all other relevant legislation, Government policies and directives.
2. Lead and manage District Operations Portfolio in ensuring the:
 - 2.1. Effective and efficient operations and service delivery;
 - 2.2. Economical and ethical utilization of allocated resources (human, financial, physical, materials and information); and
 - 2.3. Ongoing improvement in performance and service delivery.
3. Plan, lead and drive the implementation of initiatives, programs and activities that will improve the performance of functions and services.
4. Implement and regularly monitor and evaluate the effectiveness and relevancy of the Ministry's Performance Management Systems that relates to District Operations Units
 - 4.1. Corporate Plan relevant key performance indicators and expected outputs
 - 4.2. Annual Plan performance measures;
 - 4.3. Capability Plan;
 - 4.4. Service Charter; and
 - 4.5. Other operating requirements.
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 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 organization approach and shared accountability to the community.
8. Provide quality, professional and timely advice to the Commissioner on all strategic matters pertaining to:
 - 8.1. General Policing and Law Enforcement Services;
 - 8.2. Policing Operations;
 - 8.3. National Security; and
 - 8.4. Criminal Investigations and Detections.

9. Guide the Officers in Charge of Policing Units under its respective portfolio to perform police duties and functions to provide support services in the best interests of the nation and motivate them to gain the trust of the community.
10. Deal effectively with community groups and village governance institutions such as village councils on all issues pertaining to policing and its technical operation.
11. Liaise with donor partners, international and regional development organizations in facilitating technical and financial support for continuous development of the Portfolio.
12. Coordinate the work of all divisions, in ensuring integration of service delivery and effective utilization of resources.
13. 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.

2. Accountabilities

1. Prepare and submit within the statutory requirement the following:
 - 1.1. Annual Report summary of District Operations to relevant unit for compilation for Parliament through the Minister on the operations of the Samoa Police Service;
 - 1.2. Annual Report to the Minister on District Operations of the Samoa Police Service;
 - 1.3. Mid-Year and Annual Budget Reviews for District Operations to the Ministry of Finance; and
 - 1.4. Other Police Service 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'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.); and
5. Ensure regular implementation of surveys to determine public needs and assessment of the Ministry's services and operations.

SELECTION CRITERIA/CORE COMPETENCIES:

1. Qualifications and Work Experience

- 1.1. Tertiary qualifications in Management and/or Policing and/or Law or equivalent relevant fields (**Desirable**)

- 1.2. Is a current or former commissioned officer of the Samoa Police Service, or a current or former member of senior rank in the Police Service of another country **(Essential)**;
- 1.3. Is or was a commissioned officer of the Samoa Police Service for a period of not less than 10 years or a member of senior rank in the Police Service of another country; **(Essential)**;
- 1.4. Satisfies all other prerequisites criteria which may be prescribed by regulations made or instructions issued under the Act **(Essential)**;
- 1.5.** Sound understanding of national security, safety, policing law enforcement and prisons issues **(Essential)**;
- 1.6. Sound knowledge of Government operations appropriate to the position **(Desirable)**.

2. Leadership Competencies

- 2.1. Ability to articulate a clear vision for the Ministry, initiate and steer change and drive the Ministry towards the achievement of the vision;
- 2.2. Ability to recognise opportunities, limits and maximum people's potential and strengths in meeting the Portfolio goals and objectives;
- 2.3. 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

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

4. Intellectual and Technical competencies

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

5. Values and Professionalism

- 5.1. Possess appropriate values and beliefs in what is best for the common good;

- 5.2. Is widely trusted and is seen as a direct and courageous individual;
- 5.3. Personifies values of honesty, integrity, impartiality, transparency and accountability;
- 5.4. Demonstrates self-awareness and commitment to personal development.

6. Building and Sustaining Relationships

- 6.1. Nurtures internal and external relationships;
- 6.2. Facilitates cooperation and partnerships;
- 6.3. Values individual differences, strengths and potential and harness these to achieve the Ministry's goals;
- 6.4. Develops, guides and mentors employees.

REMUNERATION:

The salary for the position is SAT \$106,452.00 per annum before tax. This amount is inclusive of 10% employer contribution to National Provident Fund and 1% contribution to Accident Compensation Fund.

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.