



## Ministry of Police, Prisons & Corrections (MPPC)

### Job Description

<b>Position Title:</b>	ACEO Assets & Facilities Management
<b>Location:</b>	Police Headquarters, Apia
<b>Salary Grading:</b>	C2 \$94,624.00 p.a.
<b>Report to the:</b>	Commissioner of Police, Prisons & Corrections Services

### Primary Objective:

To manage the overall operations of the Assets & Facilities Management Division to ensure delivery of outputs and key performance indicators to ensure achievements of corporate objectives

### Key Deliverables

1. Lead, undertake and manage the core functions and work of the Division in order to foster quality assurance and ethical standards of all MPPC Assets and Facilities management services and ensure the provision and presentation of well documented, accurate and practical strategic advice;
2. Lead the quality assurance checks of all MPPC Assets and Facilities, and ensure all procurement guidelines, Budget Estimates Policies, Ministry Plans and strategic priorities are adhered to.
3. Lead, manage and ensure to provide the necessary assistance and support to the Ministry operational needs and ensure Ministry compliance to all Major Procurement of Work and Services guidelines to meet objectives

### Duties

1. Lead and manage the Assets and Facilities Management Division, and provide strategic advice reports to achieve the Ministry's corporate objectives and activities allocated to deliver.
2. Overall monitoring of Ministry Asset Register and ensure quality assurance checks and report thereon to Executive through the Commissioner.
3. Identify priority budget requirements for the Divisions annual plan, activities, performance measures and budgetary provisions in line with prevailing policies and mandates.
4. Lead, manage and ensure the implementation of proper channel of workflow between Assets Section and Finance Division in procurement of Ministry new

- capital items (assets), new development and Infrastructure projects, ongoing routine and maintenance services provided to Ministry facilities.
5. Work collaboratively with other ACEOs of Support Services in development, consultation, implementation and monitoring of the ministry's:
    - a. Annual Plans
    - b. Corporate Plans
    - c. Annual Report
    - d. Policies, manuals and standard operating procedures required to achieve corporate objectives and targets.
  6. Plan, lead and manage developing of new initiatives and internal control mechanism to ensure Ministry resources under supervision are properly monitored and economically utilized.
  7. Lead and manage the Division in ensuring that appropriate robust work place systems and procedures are in place to support the effective and efficient assets and facilities management services to meet the Ministry daily needs.
  8. Work strategically and in collaboration with other ACs and ACEOs in ensuring continuous support to the Ministry in meeting of priorities.
  9. Lead and manage liaising with Ministry of Finance, Audit Office, other across government Ministries and other stakeholders to meet required legislations on matters pertaining to the Division support roles.
  10. Appraise division individual staff members and report on Section performance.
  11. Comply with any directive from the Commissioner of Police regarding bulk purchases of government assets, new development projects, ongoing major work and any duties and responsibilities that require by Executive.
  12. Lead and manage team to ensure all Ministry assets and facilities and properties (buildings) are complied with Samoa Government Safety Legislations and requirements
  13. Any other duty as directed by the Commissioner and the Executive.

**Key Accountabilities:**

1. Prepare and submit to the Commissioner the following required reports:
  - Division Operational Performance Reports
  - Periodical Staff Performance Appraisal
  - Fixed Asset Management Detail Report
  - Management Responses to Audit Office Reports

2. Model leadership and collaborative behaviors required to achieve the MPPC objectives.
3. Maintain highest standards of personal integrity, articulated through the Ministry's Statement of Purpose, Code of Conduct, and Principles of Employment.
4. Provide strategic and sound advice to the Commissioner in ensuring that the right decisions are made in accordance with legislations and policies
5. Foster and maintain sound working relationship with the MPPC Executive, local governance institutions, and other stakeholder partners.
6. Ensure robust systems and internal controls are implemented for the Ministry's efficient and effective operations and management of all resources.

#### **Selection Criteria (All four merit factors listed below are ESSENTIAL)**

##### **1. Skills and Abilities**

- Must have excellent analytical, negotiating and financial assessment skills, including ability to deliver presentations to specific audiences
- Demonstrate a good knowledge and understanding of the core functions of the Ministry of Police, Prisons and Corrections
- Demonstrate ability to effectively plan and manage resources and sound knowledge and understanding of Annual Plans and Reports, Strategic Government Plans and Strategies, Corporate Plan relevant to MPPC
- Demonstrates determination in meeting organizational goals and is ambitious to continue in the face of changes and challenges.
- Is committed to client services, builds and sustains relationships within the organization, across the public service, with the public and stakeholders

##### **2. Personal Attributes**

- Exhibits and applies high integrity and ethical principles.
- Is indisputably trusted and operates professionally. Acting professionally in carrying out duties and responsibilities despite personal preferences
- Sets high standards of performance for self and others.
- Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them in the workplace.

##### **3. Experience and Past Work Performance**

- Minimum of 7 years working experience with 3 years in the managerial level.
- Must demonstrate ability and experience in effective and efficient asset and facilities management.

#### 4. Qualification

- Minimum of a relevant Bachelor Degree in Commerce, Management, Economics, Business and Public Administration or in other equivalent fields from a recognized tertiary institution.

#### **Role Core Competencies**

- a. **Leadership** – ability to identify strategic issues impacting on Division's performance and able to identify and implement actions that will position the division 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 operations
- 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 Division
- 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 be held responsible for the consequences of those decisions
- f. **Communication with Influence** - ability to express oral and written ideas clearly and use appropriate interpersonal and persuasive skills for mediation, negotiations and conflict resolution
- g. **Building and Sustaining Relationship** – ability to nurture internal and external relationships and facilitate cooperation and partnership.