



MINISTRY FOR PUBLIC ENTERPRISES

Application Information Package

GENERAL MANAGER

ACCIDENT COMPENSATION CORPORATION

(December 2023)

GUIDE FOR APPLICANTS

This Guide is to assist Applicants in compiling their Application.

Position Title	GENERAL MANAGER		
Public Body	ACCIDENT COMPENSATION CORPORATION		
Contact	<p>Ministry for Public Enterprises Tel: +685 34500 Email: cam.wendt@mpe.gov.ws The Application Pack can be downloaded from the website link: www.mpe.gov.ws</p>		
Making an Application	<p><u>All Applicants</u> are required to submit the following:</p> <ol style="list-style-type: none"> 1. A Cover Letter: <ol style="list-style-type: none"> (i) Expressing interest in the General Manager, Accident Compensation Corporation ; and (ii) Availability to start employment, if appointed. 2. Most recent curriculum vitae that includes: <ol style="list-style-type: none"> (i) Details of all your current and previous work history, including the following information: <ol style="list-style-type: none"> (a) Position Title, Employer and the dates you held the position; and (b) List of Achievements; and (c) Brief Summary of Key Accountabilities (ii) Certified copies of all certificates of academic achievements, qualifications, trainings, professional affiliation and other documents provided in support of your application. (<i>Certified copies are those that are seen and verified by a lawyer as true copies of the originals</i>); and (iii) Your contact details for correspondence purposes in relation to your application for this position. 3. Completed Referee Details with recent written references from three (3) professional referees (<i>Recent means no later than 12 months</i>). 		
Submission of Application	<p>All applications for the advertised General Manager, Accident Compensation Corporation position MUST be submitted to MPE and addressed to:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%; vertical-align: top;"> <p>The Chairperson Board of Director Accident Compensation Corporation, Apia, Samoa</p> </td> <td style="width: 50%; vertical-align: top;"> <p>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</p> </td> </tr> </table>	<p>The Chairperson Board of Director Accident Compensation Corporation, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</p>
<p>The Chairperson Board of Director Accident Compensation Corporation, Apia, Samoa</p>	<p>MPE Address: Level 1, NPF Plaza Tel 34500 Beach Road, Apia</p>		
Closing Date	Wednesday, 31st January 2024, by 4.00pm		
Late Applications	<p>It is important to note that ALL applications received after the time and date stated in the advertisement <u>WILL NOT</u> be accepted and considered during the short listing process. <i>A hard copy of an electronically submitted application received after the due date may be accepted given the electronic copy was received on time.</i></p>		

Job Description

ACC VISION

To sustain the accident compensation scheme and to be more responsive to the needs of the scheme beneficiaries.

ACC MISSION

The Corporation will endeavour to reduce the social, economic and physical impact of accidents covered by the Accident Compensation Legislation mandate through:

- Safety Promotion
- Rehabilitation
- Processing of Compensation Claims

BACKGROUND

The Accident Compensation Corporation (ACC) was formerly called the Accident Compensation Board (ACB) and was established in 1978. Its main functions as stipulated in the Accident Compensation Act 1989, the Accident Compensation Amendment 2003 and the Accident Compensation Amendment 2009 are:

- To make provision for general safety and the prevention of accidents;
- For the rehabilitation and compensation of workers who suffer personal injury by accident arising out of an in the course of their employment; or
- Who contract certain occupational diseases, and suffer personal injury by an accident occurring in connection with the use of certain types of conveyances; and
- For the compensation of certain dependents of those workers and persons where death results from the injury.

The Corporation will continually strive to improve injury prevention performance and improve its rehabilitation programs and assist in enhancing people's awareness on safety matters can lead to a successful future where every journey must be accident free.

SCOPE

	Management	Staff
STAFF	6	69

POSITION DETAILS

Position Title: General Manager	Position Code:
Position Grade: Grade 3	Salary Range: 121,414- 125,828
Location: ACC Building Apia	

Report to:

1. The Chair of ACC Board of Directors for the efficient, effective and economical administration of the ACC in accordance with its related legislation.
2. The ACC Board, for the efficient and competence leadership and management of all employees of the Corporation in accordance with requirements as determined by the ACC Board and related legislation and policies.
3. The Ministry for Public Enterprises as well as the Ministry of Finance for compliance with the Public Bodies (Performance and Accountability) Act 2001 the Public Finance Management Act 2001 and other relevant legislation and Government Policies.

PRIMARY OBJECTIVE:

The primary objective of this position is to ensure efficient servicing of the Accident Compensation Corporation as set out under the Accident Compensation Corporation Act 1989, and amendment acts 2003, 2009, 2012 and 2019 by the Accident Compensation Corporation (ACC) Board.

DUTIES AND MAIN RESPONSIBILITIES:

The General Manager will perform the following duties:

1. Manage the Accident Compensation scheme by continuously assessing the scheme's strategic and corporate plans.
2. Provide timely and informed policy advice to the responsible Minister and the Board on all strategic and policy related matters of the Corporation in accordance with related legislation and ACC's mandate.
3. Ensure the operations of the Corporation are in compliance with its principal legislation, the Accident Compensation Act 1989, and amendment acts 2003, 2009 and 2012.
4. Lead, manage and constantly review the daily operations and internal controls of the Corporation encompassing:
 - Employee;
 - Budget and resources;
 - System and processes.
5. Prepare and submit within the statutory time frame the following:
 - Annual Reports (including audited financial statements) to the Board and Parliament as stipulated in the relevant Act(s) governing the operations of the Corporation;
 - Annual Budget based on the requirements of the Corporation from time to time;
 - Quarterly reports to the Ministry for Public Enterprises and other relevant key stakeholders; and,
 - Other requirements as directed by the Board.
6. Construct (or review) and implement the Corporation's Corporate Plan, Capability and Annual Management Plan, Service Charters and all other operational requirements in line with the Government policies, directives and Strategy for further development.
7. Ensure compliance with all policies set by the Board and Cabinet.
8. Facilitate a work environment that promotes the efficiency and effectiveness of the Corporation's service delivery.
9. Lead and manage employees of the Corporation to ensure achievement of its mandate and objectives.
10. Monitor the implementation of effective financial procedures and providing accountability.
11. Effective and efficient divestment of the Corporations assets to ensure maximization of returns on investment activities.
12. Determine and review policies and legislations and monitor its implementation.
13. Monitor the effective and efficient utilisation of resource to meet objectives.
14. Monitor the implementation of, evaluate and take corrective action on, scheme related programmes and projects administered by the Corporation.
15. Ensure that a competent and committed workforce is maintained by the Corporation.
16. Develop, implement, monitor and report on the Corporation's Performance Management System.
17. Ensure that the Corporation is indemnified from any unnecessary legal action.
18. Manage the ACC House, Gold Star Building and Food & Produce Market at Fugalei ensuring long term productivity and profitability.
19. Attend Board meeting(s) and provide secretariat support in preparing and distribution of Board Packs and recording discussions and resolutions made.

Selection Criteria

POSITION SPECIFIC COMPETENCIES	
SKILLS & ABILITIES	DESCRIPTOR
Strategic Thinking	<ul style="list-style-type: none"> ▪ Articulates a clear vision of the Corporation inspires a sense of shared purpose and direction and drives the Corporation’s vision and long-term direction. ▪ Drive the Corporation’s vision and long term direction to achieve Government and agency objectives and improved services to the community. ▪ Develop clear goals that are consistent with approved strategies, identify priority activities and allocate resources appropriately. ▪ Identify strategic issues, opportunities and risks and able to communicate effectively broad and compelling organizational direction. ▪ Initiate and analyze policies and provide strategic advice at the Ministerial and Board level. ▪ Demonstrate a sophisticated understanding of political, social security systems.
Building Relationships	<ul style="list-style-type: none"> ▪ Drive and sustain a performance culture that inspires a strong desire to succeed and motivates staff to work together to achieve common goals. ▪ Nurture, network and communicate with all stakeholders, both local and international. ▪ Demonstrated ability to communicate the ‘big picture’ clearly to a wide range of internal and external audiences with precision, confidence and in an articulate manner.
Delivers/Achieves Results & Outcomes	<ul style="list-style-type: none"> ▪ Conscientious and efficient in meeting commitments, observing deadlines and achieving results. ▪ Drive a culture of achievements and commitment to achieving outcomes beyond expectations. ▪ Proven ability at ensuring efficient & effective systems (planning, reporting progress & monitoring etc) are developed and operating effectively to capture results and evaluate outcomes.
Management	<ul style="list-style-type: none"> ▪ Invest time in managing and developing people as well as building positive staff morale ▪ Integrate plans into a transparent management framework to fulfil obligations of management accountabilities. ▪ Effectively delegates appropriate responsibility, accountability & decision making authority. ▪ Monitors progress against milestones and deadlines. ▪ Ability to make timely and effective decisions and produce results through strategic planning, implementation and evaluation of programs and policies to inform policy and operation reforms.
Leadership	<ul style="list-style-type: none"> ▪ Ability and confidence to build lead and navigate an effective and sustainable organization through stewardship and governance. ▪ Ability to manage politics, change, take risks, be innovative and deal with complexity. ▪ Is resourceful, optimistic, energetic, open-minded, flexible and capable of solving problems and making decisions.
PERSONAL	DESCRIPTOR

ATTRIBUTES	
Integrity/Ethics	<ul style="list-style-type: none"> ▪ Possess appropriate values and belief in what is best for the common good. ▪ Is widely trusted and is seen as a direct, truthful and courageous individual. ▪ Personifies values of honesty, integrity, impartiality, transparency accountability. ▪ Demonstrate self-awareness and commitment to personal development. ▪ Serves the Government of the day irrespective of personal preferences.
Commitment & Personal Drive	<ul style="list-style-type: none"> ▪ Demonstrates self-awareness and commitment to personal development. ▪ Takes responsibility and initiates timely action to resolve issues. ▪ Is prepared to make tough corporate decisions to achieve desired outcomes. ▪ Accepts accountability for mistakes made in the Corporation and ensures corrective action is taken.
Intellect & Judgement	<ul style="list-style-type: none"> ▪ Is analytical, proactive, innovative and able to conceptualize strategic issues faced by the Corporation and apply appropriate and cost-effective solutions. ▪ Has the functional and technical knowledge to carry out the General Manager's duties to a high level of accomplishment. ▪ Makes sound decisions based on common sense, experience and good judgment without prejudice. ▪ Anticipates implications and applies effective judgment to develop solutions.
Creativity & Innovation	<ul style="list-style-type: none"> ▪ Consistently generates and employs original ideas, tackling both simple and complex problems. ▪ Brings out the best in others, leads them to discover new ideas, solutions and new ways of doing the job and unafraid to use unorthodox methods. ▪ Drives and steers the change agenda and demonstrates understanding of the complex range of factors which effect change.
QUALIFICATION	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ A minimum qualification of a Bachelor's degree from a recognized tertiary institution in Management , Finance, Economics, Business Administration or other relevant qualification from a recognized higher educational institution.
EXPERIENCE & PAST WORK PERFORMANCE	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ Proven experience in leadership with a minimum of eight (8) years of service at a senior management level. Targeted experience to include: <ul style="list-style-type: none"> a) Professional and managerial experience in social security systems a) Strong financial ability and investment management experience.

	<ul style="list-style-type: none"> ▪ An in-depth knowledge and understanding of the of the Accident Compensation Corporation principal and amended legislations.
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OTHER INFORMATION

REMUNERATION & TERM	DESCRIPTOR
	<ul style="list-style-type: none"> ▪ The position is for a period of three (3) years. ▪ The salary for the position is SAT \$121,414 p.a - \$125,828 p.a before tax. This is inclusive of contribution to the National Provident Fund and contribution to the Accident Compensation Corporation.

BENEFITS

Duty Station:	Accident Compensation Corporation, Apia, Samoa
Duration:	Three (3) years
Salary:	SAT \$121,414 p.a - \$125,828 p.a
Hours of Attendance:	The standard hours of attendance is Monday – Friday from 9.00am to 5.00pm excluding Cabinet endorsed holidays
Performance Reviews:	The Appointee’s performance shall be reviewed in accordance with the Performance Management Guidelines.
Annual Leave:	25 days’ annual leave per annum
Sick Leave:	25 days’ sick leave per annum
Vehicle:	The Employer will provide a vehicle for the Employee to use for business and private use in accordance with Government policy and relevant legislation relating to the provision and use of Government vehicles.
Telephone Expenses:	The Appointee is entitled to a non-taxable annual telephone allowance of SAT\$3,600.00 per annum.
Other Leave:	The Appointee is also entitled to other leave in accordance with the Human Resource Policy of the Employer (where applicable), as approved by its Board.
End of Contract Benefits:	The Appointee is entitled, at the expiry of the Contract Term; to payment of the equivalent of fifteen (15) working days of net pay bonus pay out for every year of the Contract served.
National Provident Fund:	The Accident Compensation Corporation shall pay a percentage of the Appointee’s contribution of another rate prescribed by the National Provident Fund from time to time.
Accident Compensation Corporation:	The Accident Compensation Corporation shall pay a percentage of the Appointee’s contribution or another rate prescribed by the Accident Compensation Act 1989.
Duty Travel:	The Government, Corporation, development partner or relevant body meets all travelling expenses at prescribed rates necessarily incurred by staff required to travel away from Apia on official duty travel,
Regional/International Recruited Staff:	A successful candidate recruited from overseas is responsible for all costs associated with relocation and will not be the responsibility of the Accident compensation Corporation.