



**Job Description**  
**AGM Corporate Service**  
**Division: Corporate Services**

<b>JOB DESCRIPTION</b>	
<b>Job Title</b>	Assistant General Manager - Corporate Service
<b>Salary Range</b>	\$94,624.24 (A19/L19)
<b>Location</b>	Main Office @ Matautu Tai
<b>Hours of work</b>	Monday to Friday, 9am – 5pm
<b>Reporting to</b>	General Manager/CEO
<b>Responsible for</b>	Corporate Services Division
<b>Contractual Status</b>	Contract 3 Years
<b>Primary Objectives</b>	The AGM Corporate Service offer leadership and oversee the management of Human Resource, Policy & Planning, Payroll, Customer Care, Marketing & Communications and Executive Services. Also ensure the planning, implementation, monitoring, reporting and provision of all Corporate Service functions including legal and other support services.
<b>Key Responsibilities, Tasks and Activities</b>	<ul style="list-style-type: none"> <li>❖ Manage and Deliver all HR functions including Payroll</li> <li>❖ Develop and Implement a reporting mechanism to track timely submission of Quarterly Reports, Annual Reports and Corporate Plan with compliance with Public Bodies Act 2001</li> <li>❖ Contribute to the Corporation strategic and operational development</li> <li>❖ Monitoring, Evaluation and Quality Assurance</li> <li>❖ Oversee legal matters in collaboration with AG office</li> <li>❖ Direct Recruitment Process</li> <li>❖ Implement and Manage the Performance Management Appraisal System</li> <li>❖ Develop HR Framework to improve quality of services offered by the Corporation</li> <li>❖ Review and update all existing guidelines, policies and procedures of the Corporation</li> </ul>

	<ul style="list-style-type: none"> <li>❖ Identify training needs for staff and team building exercises annually</li> <li>❖ Monitor and review SSC Employment Manual and ensure compliance with governing legislations</li> <li>❖ Act as General Manager from time to time as may be directed by the General Manager in his absence</li> <li>❖ Arrange the receipt and subsequent distribution of relevant rules, regulations, codes, guidelines and publications</li> </ul>
<b>Selection Criteria (Person Specification)</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>❖ Must have at least 5 years of proven practical experience in Management level (Essential)</li> <li>❖ Must have basic knowledge of Maritime Regulations and International Ship Safety Management Systems (Desirable)</li> <li>❖ Must have superior reporting and communication skills (fluent in both English and Samoan, spoken and written) particularly in regards to writing proposals, cabinet submissions, management reports, quarterly reports, annual reports and Corporate Plan in compliance with Public Bodies Act 2001 (Essential)</li> <li>❖ Must have strong organizational skills, ability to take teamwork approach to build a constructive team spirit where team members are committed to the goals of the division and meet multiple deadlines (Essential)</li> <li>❖ Capacity to work through the General Manager with a governing Board or Corporate Body (Essential)</li> <li>❖ A high level of personal integrity, loyalty and commitment with high professionalism and ethical judgment (Desirable)</li> <li>❖ Sound knowledge of <ul style="list-style-type: none"> <li>i. Labour and Employment Relations Act 2013</li> <li>ii. Public Bodies Performance and Accountability Act 2001</li> <li>iii. Shipping Act 1998/MLC 2006 (Essential)</li> </ul> </li> <li>❖ Demonstrate management experience and leadership in policy analysis, planning and strategic advisory skills (Essential)</li> </ul>

<b>Skills &amp; Qualifications</b>	❖ A minimum of Bachelor's Degree in Commerce, Management or equivalent from a recognized University (Essential)
<b>Key Competencies</b>	<ul style="list-style-type: none"> <li>❖ Must have good reporting, negotiation and communication skills (fluent in both English and Samoan, spoken and written) strong analytical skills to analyze operational data to predict operational problems (Essential)</li> <li>❖ Must have effective leadership skills and ability to multi-task in meeting deadlines (Desirable)</li> <li>❖ Must be computer literate with demonstrated proficiency in the use of the Microsoft (MS) Office programs and advance knowledge on computer skills (Essential)</li> </ul>
<b>Continued Professional Development</b>	The Samoa Shipping Corporation is committed to provide CPD for the successful candidate. SSC expect the successful candidate to undertake available training courses and research to enhance personal knowledge, skills and experience.