

<b>Name of Position Holder: VACANT</b>	
Job Title	<b>SENIOR POLICY &amp; PLANNING OFFICER</b>
Division	INSTITUTIONAL STRENGTHENING SERVICES DIVISION
Reports to	MANAGER INSTITUTIONAL STRENGTHENING SERVICES DIVISION
Reporting positions	NA
Classification level	
Salary	\$29,743 PA
Main purpose of Role	The Senior Policy and Planning Officer assists with the administration of the day-to-day operations of the Division's functions and duties. Works closely with the entire Institutional Strengthening Team to provide administrative support.
<b>Technical</b>	
Quality Assurance and customer satisfaction	Assist in enforcing and monitoring of the Service Charter for the Division
Business planning, reporting and management	1. Provides reports to the Manager (or delegate) on the Division's work if and when required
People management, development and teamwork	1. Drafts letters/memos/correspondences on behalf of the Divisional Manager 2. Coordinates Divisional monthly meetings and actively supports the Institutional Strengthening Team 3. Assists with the coordination of any meeting delegated to the Division by the Clerk if and when required
Administration	1. Maintains Divisional employee and general files 2. Ensures all paper and electronic files are accurate and up-to-date 3. Compiles new recruits' information packs and assists co-ordinate inductions 4. Ensures appropriate security for all Divisional related information 5. Assists the Team with adhoc projects and duties as required 6. Processes adhoc employee benefits and keeps accurate records of these
Advice and consultancy	

General Responsibilities	<ol style="list-style-type: none"> <li>1. Adheres to the Office's Equal Employment Opportunities policy in all activities, and actively promotes equality of opportunity wherever possible.</li> <li>2. Is responsible for own health and safety and that of colleagues.</li> <li>3. Undertakes other such other duties as may be reasonably expected.</li> </ol>
Performance Measures	<ol style="list-style-type: none"> <li>1. Reports are produced when required</li> <li>2. Staff and team communication is well prepared</li> <li>3. Records are maintained according to procedural requirements</li> <li>4. New employees are inducted and possess appropriate files</li> </ol>
Frequent Contacts	<ol style="list-style-type: none"> <li>1. Members of Parliament, Secretariat Staff, General public.</li> </ol>
<b>Selection Criteria</b>	
Qualifications	<ol style="list-style-type: none"> <li>1. Minimum of a Bachelors degree in Arts, Economics, Business Administration or in any other relevant discipline (Essential)</li> </ol>
Experience	<ol style="list-style-type: none"> <li>2. At least 2 years of relevant work experience (Essential)</li> </ol>
Skills	<ol style="list-style-type: none"> <li>3. Must have strong research and analytical skills (Essential)</li> <li>4. Must have strong written and oral skills in English and Samoan (Essential)</li> <li>5. Must be proficient in the use of computers especially in various Microsoft suites and have attention to detail skills (Essential)</li> </ol>
Personal Attributes	<ol style="list-style-type: none"> <li>6. Must possess pleasant manners and be approachable(Essential)</li> <li>7. Must have a flexible attitude to working hours (Essential)</li> </ol>
<b>Document History</b>	
Approval Date	
Review Date	
Revision History	