



# KOMISI O LE TOEFUATAIGA O TULAFONO A SAMOA

## SAMOA LAW REFORM COMMISSION

*Fa'amolemole fa'atuatusi uma mai feso'otaiga i le Pule Fa'atonu. Please address all correspondences to the Executive Director.*

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### JOB DESCRIPTION

Ministry Values		
Integrity of transactions & confidentiality	Impartiality and Fairness	Professional approach to service delivery
Accord Respect	Collaboration and team support	Strive for Excellence
	Accountability and Transparency	
DIVISIONAL PURPOSE		
JOB DETAILS SUMMARY		
<b>Position</b>	<b>Principal Project Coordinator</b>	
<b>Position Code</b>	<b>LC000004</b>	
<b>Division</b>	<b>Legal Division and Corporate Service Division</b>	
<b>Grade</b>	<b>A16</b>	
<b>Salary</b>	<b>55,431.00</b>	
<b>Responsible to</b>	<b>Assistant Executive Director and Manager Corporate Service Division</b>	
<b>Primary Objective</b>	To coordinate, monitor, review and report on all projects to ensure they are effectively and efficiently implemented to meet deadlines as stated in the workplan	
<b>Number of staff holding this post</b>	1	
<b>Number of staff supervised</b>	0	
KEY RESULT AREAS		
Project coordination and management	Communication, Public Relation, Media Awareness/ Graphics Design	Financial and project administrative management & Donor Funding
Library and Projects Records Management (manual & electronic)	Recruitment and Selection of Volunteers	
CORE BEHAVIOURS EXPECTED OF COMMISSIONS STAFF ON THE JOB		
RESPONSIBILITY AND DUTIES		
1. PROJECT COORDINATION AND MANGEMENT		
i. Responsible for the coordination of all law reform projects		
ii. Responsible for developing an internal system for project monitoring and evaluation		
iii. Identify and advice the Executive Director on progress of projects and appropriate policies/activities to support the achievement of SLRC projects		

- iv. Coordinate and oversee the implementation of effective Consultations to gain maximum input/submissions from stakeholders and the Public regarding SLRC Projects
  - v. Provide assistance to the Executive Director with Public Consultations as well as responding to stakeholder's enquiries on Law Reform Process and Projects
  - vi. Coordinate with the Legal Division to ensure each step of the Law Reform Process is documented and recorded as per policy and process
  - vii. Assist the Legal Team in the translation of Reports and any relevant document (where required) and assist the Project Leader in editing and proofreading Samoan Translations of Final Reports Lead the formatting of Discussion Papers and Final Reports
2. COMMUNICATION, PUBLIC RELATION, MEDIA AWARENESS, GRAPHICS DESIGN
- i. Manage the Commission's external communications by developing and coordinating the implementation of a strategic communication plan for all references undertaken by the Commission in its work plan
  - ii. Coordinate public awareness/media releases to raise public awareness of the work of the Commission as well as all the Commission's public consultations
  - iii. Maintain regular communications and liaison with the Commission's stakeholders as well as public consultations
  - iv. Ensure relevant awareness materials for each projects are designed and printed for public consultations
  - v. Ensure the publication of the Commission's Reports on social media platforms and website
3. FINANCIAL AND PROJECT ADMINISTRATIVE MANAGEMENT & DONOR FUNDING
- i. Work with CSD to ensure allocated funds from donors are distributed accordingly to assigned activities
  - ii. Work in collaboration with CSD to ensure that financial reporting for projects are delivered on time to MOF and/or donor
  - iii. Lead the engagement of consultants for the translation of the Commission's Reports
  - iv. Prepare/Draft Proposals for securing funding for projects and prepare Cabinet Submissions where required to approve and/or acquire and/or utilize donor funding
  - v. In collaboration with the Legal Team, plan and implement a workplan for the most efficient yet effective allocation of donor funding to each relevant SLRC project
4. LIBRARY & PROJECTS RECORDS MANAGEMENT (both manual and electronically)
- i. Responsible for file management and a catalogue system for library books
  - ii. Enquire research materials from Parliament, AGO and law libraries materials/books for legal research purposes
  - iii. Content pages: copy and distribute Content Pages of any new books to the Legal Team and All Staff for information
  - iv. Disposal: organize material for disposal, create disposal list and distribute material for disposal
  - v. Shelving: shelve library materials
5. RECRUITMENT AND SELECTION OF VOLUNTEERS

i.	Prepare proposals and submissions to Regional and International Agencies to secure volunteers for SLRC
ii.	Manage and coordinate the Volunteers Program for SLRC
iii.	Oversee the advertisement of all Legal Positions locally, regionally and internationally through government Ministries, SLRC partners and international agencies
iv.	Advertise SLRC vacancies on social media and conventional media
v.	Dialogue for relevant overseas trainings for SLRC legal staff – relevant work attachments to overseas Law Commissions – ALRAC conference etc.

**JOB SELECTION CRITERIA**

MERITS	COMPETENCY	DESCRIPTOR
<b>SKILLS AND ABILITIES</b>	1. Problem Solving <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Demonstrates an open minded attitude when assessing a wide range of issues and impacts within a defined context</li> <li>• Understands theoretical side of matters and application in practical situations on arising issues where relevant</li> <li>• Undertakes impartial research and being able to apply analytical thinking in assessing the pros and cons of a situation based on documented proof and rules</li> </ul>
<b>SKILLS AND ABILITIES</b>	2. Building and Sustaining Relationships <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Is committed to client service, builds and sustains relationships within the Commission, across the public service, other stakeholders as well as with the public.</li> <li>• Consults broadly to obtain buy-in, draws on knowledge of work partners and fosters teamwork and co-operation through sharing information.</li> <li>• Capitalize on diversity and harnesses different viewpoints to enhance the operations of the Legal Division and the Office as a whole.</li> <li>• Encourages and motivates people to engage in continuous learning and empowers them through delegation of responsibilities for work.</li> <li>• Mentors, provides constructive feedback and recognizes success and engages in activities to sustain morale.</li> <li>• Communicates with precision and confidence, clearly and in an articulate manner, adapts methods of communication.</li> <li>• Adapts communication style and message to meet needs, has a strong grasp of key issues and presents a convincing and balanced rationale.</li> </ul>

<p style="text-align: center;"><b>SKILLS AND ABILITIES</b></p>	<p>3. Delivers/achieves results <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Focuses on activities that support organizational sustainability and streamlines processes to seek operational efficiency.</li> <li>• Monitors and manages resourcing pressures for optimum outcomes.</li> <li>• Oversees the implementation of multiple change initiatives with a focus on the desired outcomes. Defines high-level objectives and ensures translation into practical implementation strategies.</li> <li>• Fosters a culture of achievement and ensure planned targets / projects are realistic.</li> <li>• Ensure planned targets are monitored and measured and achieves expected outputs / outcomes.</li> </ul>
<p style="text-align: center;"><b>PERSONAL ATTRIBUTES</b></p>	<p>4. Integrity <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Exhibits and applies high integrity and ethical principles.</li> <li>• Is indisputably trusted and operates professionally.</li> <li>• Act professionally in carrying out duties and responsibilities despite personal preferences.</li> <li>• Adheres to and promotes the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
<p style="text-align: center;"><b>PERSONAL ATTRIBUTES</b></p>	<p>5. Commitment/Personal Drive <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Defines work in terms of results and pursues success with energy and drive.</li> <li>• Anticipates obstacles and is prepared with contingency plans to sustain goals / objectives and keeps everyone on track.</li> <li>• Helps others to define goals and plan a route for achievement.</li> <li>• A high achiever with a reputation for success and quality performance.</li> <li>• Sets high standards of performance for self and others.</li> </ul>
<p style="text-align: center;"><b>PERSONAL ATTRIBUTES</b></p>	<p>6. Intellect and Judgment <b>(Essential)</b></p>	<ul style="list-style-type: none"> <li>• Understands the environment affecting work of the organization and impacts on divisional level.</li> <li>• Exhibits sound conceptual and analytical skills and apply intellect and knowledge in identifying critical factors and issues.</li> <li>• Handles concepts and complexity proficiently, provides insight and understanding for others and appropriately integrates them into the workplace.</li> <li>• Has good judgment as to what information is significant and useable in each situation.</li> <li>• Demonstrates effective judgment to weigh up options and develop realistic solutions.</li> </ul>

<b>PERSONAL ATTRIBUTES</b>	7. Creative and Innovation <b>(Essential)</b>	<ul style="list-style-type: none"> <li>• Develops innovative ideas and methods of doing things.</li> <li>• Searches for new and more effective methods, making connections between previously unrelated ideas.</li> <li>• Is seen as a motivator and guide for others to generate new ideas in brainstorming sessions.</li> </ul>
<b>EXPERIENCE</b>	8. Experience and Past Work Performance <b>(Essential)</b>	5 years of experience or more in the field of Project Management or related field
<b>QUALIFICATIONS</b>	9. Educational Qualifications <b>(Essential)</b>	Bachelor Qualification in Project Management and/or Public Administration or similar field