



Job Description
Senior Policy & Planning Officer
Division: Corporate Services

JOB DESCRIPTION	
Job Title	Senior Policy & Planning Officer
Salary Range	\$30,822.00 p.a.
Location	Main Office @ Matautu Tai
Hours of work	Monday to Friday, 8:30am to 5pm
Reporting to	A.C.E.O Corporate Services
Responsible for	N/A
Contractual Status	<ul style="list-style-type: none"> ❖ Permanent ❖ Subject to six months probationary period
Primary Objectives	To co-ordinate the formulation of the Corporation strategic policy and planning to ensure Divisional goals correspond with Objectives highlighted in the Corporate Plan.
Key Responsibilities, Tasks and Activities	<ul style="list-style-type: none"> ❖ Assist with the preparation of Division plans to ensure that achievement of planned targets corresponding to objectives and strategies in the Corporate Plan and Annual Budget ❖ Prepare a pragmatic framework for the collection of necessary data required for developing and integrated Policy that is consistent with both the Sector plans and Government's Strategy for the Development of Samoa ❖ Facilitate awareness programmes continuously to disseminate information concerning the Corporation new policies, initiatives and plans so that staff and stakeholders are properly informed. ❖ Assist with providing technical and professional advise to assist in strengthening the quality of policy development and work undertaken in the

	<p>Corporation</p> <ul style="list-style-type: none"> ❖ Develop in collaboration with ACEO Corporate Services management strategies and practices that improve teamwork and create a motivational work environment that enhance employees safety and welfare ❖ Conduct a review and assessment of the Corporate Plan with Divisional ACEO's so that the plan reflects Division Objectives ❖ Assist translation of statutory Reports ❖ Continuously formulate implement strategies to monitor and enforce policies. ❖ Ensure staff compliance with Occupational Safety Health and Human Resource Manual ❖ Carry out staff Induction and Consultation ❖ Perform any other duty as directed by the AGM Corporate Service
<p>Continued Professional Development</p>	<p>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.</p>