

SAMOA WATER AUTHORITY

Position Description

Position Title:	Compliance & Recoveries Officer
Salary Grade/Rate:	Grade 5 (\$27, 109 - \$36, 328 p.a)
Responsible to:	Legal Consultant
Division:	Managing Director's Office

Position Overview:

The Compliance & Recoveries Officer is a key position within an integrated team led by the Legal Consultant. In an organisational context, the Compliance & Recoveries Officer is expected to take instruction from the Legal Consultant on all matters which are referred by the Managing Director for investigation. The Compliance & Recoveries Officer is also expected to take instruction from the Legal Consultant on debt recovery and collection processes.

Duties & Responsibilities:

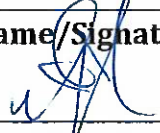
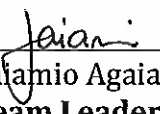
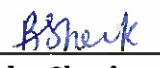
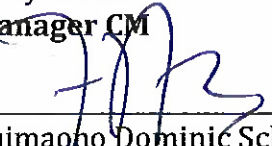
1. Conduct investigations into any complaints or allegations as referred by the Legal Consultant (excluding any complaint or allegation involving the Legal Consultant or Managing Director or the Board all of which shall be referred to independent investigators).
2. Conduct debt recovery and collection processes including but not limited to gathering information, preparing letters of demands, process service, and where appropriate appearing in small claims courts/tribunals.
3. Assist and take instruction on District and Supreme Court debt recovery and collection processes including but not limited to gathering information, filing legal claims/responses and process service.
4. Assist the Legal Consultant in the administration and monitoring of all land leases, contracts and procurement.
5. Conduct compliance checks as instructed by the Legal Consultant to ensure compliance with relevant and applicable legal requirements such as Occupational Health and Safety as well as Labour & Employment and prepare brief to the Legal Consultant on findings.
6. Performs such other duties and responsibilities including those which are commonly incidental and ancillary to the position of an investigations, compliance and recoveries officer under the supervision of senior in-house legal counsel as well as such other relevant duties and responsibilities that shall be assigned from time to time by the Legal Consultant.

Position Requirements:

- Minimum qualification of a Bachelor’s Degree in Public Policy, Commerce, Finance, Management or relevant qualification from a recognised tertiary institution.
- At least 3 years practical experience in investigation and compliance and/or debt recoveries role preferably in Government.
- Demonstrated research, analytical and negotiation skills.
- Competent planning and organizational skills including an ability to manage multiple and shifting priorities and to work within tight deadlines and budgets.
- Highly developed written and oral communication skills in English as well as proficiency in the spoken and written Samoan language.
- A working knowledge of all relevant legislation directly applicable to SWA including but not limited to the Samoa Water Authority Act 2003 and Regulations, Public Bodies (Performance & Accountability) Act 2001 and Regulations, Public Finance Management Act 2001, Labour & Employment Relations Act 2013, Occupational Safety and Health Act 2002.
- A working knowledge of the framework of the Water Sector in Samoa and the place and role of SWA therein.

Note: This Position Description does not form an exhaustive list of the duties and responsibilities and the successful applicant may be required to undertake other tasks and activities as required by the Authority from time to time. The Authority reserves the right to amend or update the Position Description in accordance with the Authority’s changing needs.

All signatures to be completed prior to filing

	Name/Signature	Date
Prepared by:	 Papalii Liufau Ioata Tanielu Legal Consultant	24/09/24
Reviewed by:	 Falamio Agaiava Team Leader - HRM	24/09/2024
Checked by:	 Ruby Sheck Manager CM	24/9/2024
Approved by:	 Fuimaono Dominic Schwalger MANAGING DIRECTOR	28/9/24

