



**Permanent Mission of the Independent State of Samoa
to the United Nations and other International Organisations in Geneva**

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**ADMINISTRATION OFFICER
APPLICANT INFORMATION PACKAGE
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About the Independent State of Samoa

The Independent State of Samoa is a Polynesian island country consisting of two main islands (Savai'i and Upolu); two smaller, inhabited islands (Manono and Apolima); and several smaller, uninhabited islands, including the Aleipata Islands (Nu'utele, Nu'ulua, Fanuatapu and Namua). Samoa is located 64 km (40 mi) west of American Samoa, 889 km (552 mi) northeast of Tonga (closest foreign country), 1,152 km (716 mi) northeast of Fiji, 483 km (300 mi) east of Wallis and Futuna, 1,151 km (715 mi) southeast of Tuvalu, 519 km (322 mi) south of Tokelau, 4,190 km (2,600 mi) southwest of Hawaii, and 610 km (380 mi) northwest of Niue. The capital and largest city is Apia.

As a parliamentary democracy, Samoa has maintained political stability since it became the first independent country in the Pacific in 1962. Samoa's total land area is 2,820 km², with an Exclusive Economic Zone (EEZ) of 98,500 km², the smallest of all Pacific countries.

Samoa's total population is 205,557 with 49% female and the large majority (81%) living in rural areas. Around 38% of the population is under 15 years of age, 26% are the youth and the elderly (65 years+) make up 5%. There is 2% of the population aged 5 and older who are persons living with disabilities facing a lot of difficulties. Samoa's life expectancy is amongst the highest in the Pacific with an increase from 64 years in 1991 to 75 years in 2016; and women have higher life expectancy, at 76 years, compared to men, at 75 years.

While Samoa graduated from its LDC status in January 2014, it remains a Small Island Developing State (SIDS) with inherent structural challenges. This includes, distance from major centres of economic activity, a small domestic market, susceptibility to climate change and global crises, and to more frequent and intense natural disasters. Economic growth has been steady following the recovery from the 2008 Global Economic Crisis, the 2009 Samoa Tsunami and Tropical Cyclone Evans in 2012 with peak growth of 7.1% in 2015/2016 largely due to the expansion of the fisheries sector and major construction works; including those related to Samoa hosting international events such as the 2014 3rd SIDS Conference, the 2015 Commonwealth Youth Games and the 2019 Pacific Games. Traditionally, the economy was largely based on agriculture and fisheries, however, industry and services have now become significant contributors to Gross Domestic Product (GDP). Samoa is a Lower Middle-Income Country (LMIC) with a GDP per capita in 2018/19 of approximately USD4000, and 2019 HDI of 0.707 placing it 111 out of 185 countries.

The General Assembly of the United Nations admitted Samoa as the 147th Member of the UN on 15 December 1976. A 45-nation draft resolution calling for Samoa's admission was adopted unanimously by the Assembly. Samoa is a member of the following UN agencies: World Health Organization (WHO); International Labour Organization (ILO); International Maritime Organization (IMO); United Nations Conference on Trade and Development (UNCTAD); United Nations Industrial Development Organization (UNIDO); International Telecommunication Union (ITU); International Atomic Energy Agency (IAEA); World Meteorological Organization (WMO); United Nations Educational, Scientific and Cultural Organization (UNESCO); World Intellectual Property Organization (WIPO); and the Food and Agriculture Organization (FAO).

Samoa became the 155th Member of the World Trade Organization on 10 May 2012, bringing the total number of Pacific WTO member countries to six (Fiji, Solomon Islands, PNG, Tonga, Samoa and Vanuatu). Samoa's accession to the World Trade Organization was motivated by the Government's intention to help maintain a stable macroeconomic environment and improve private sector development and employment creation.

Samoa is also a member of the Commonwealth of Nations and the Organisation of African, Caribbean and Pacific States (OACPS).

About the Permanent Mission of Samoa | Embassy of Samoa

The Permanent Mission of the Independent State of Samoa to the United Nations and other International Organisations in Geneva was established in 2022. The Mission serves as the Government of Samoa's official representative to, and point of contact for the United Nations Office in Geneva and all other international organisations headquartered in Geneva.

The Mission also serves as the Permanent Delegation of Samoa to UNESCO in Paris; and the Permanent Mission to FAO, IFAD and WFP in Rome.

The Embassy of Samoa in Geneva is responsible for the diplomatic relations with the Swiss Government. It also provides consular services and support for Samoan nationals in Switzerland.

This is the first diplomatic mission of Samoa in Switzerland since the establishment of friendly relations and diplomatic ties in 1981. Switzerland has supported Samoa's development aspirations through the provision of development assistance under the Swiss Agency for Development Cooperation (SDC), the UN, and other multilateral organisations in areas of agriculture, governance, environment and climate resilience, and disaster relief.

About the Position

The **Administrative Officer** is expected to provide overall secretarial, administrative, transport, and personal assistant functions to the Permanent Representative (PR) and staff members. As needed, the position will be required to provide support to technical experts on assignments, interns, and visiting delegations.

The employee's responsibilities shall include:

- i. Provide overall secretarial and personal assistant functions to the PR, staff, technical experts on assignments and visiting delegations from Samoa;
- ii. Maintain the Mission / Embassy calendar of events [United Nations Office in Geneva and relevant UN institutions, World Trade Organisation (WTO), Pacific permanent missions, meetings of the Africa Caribbean Pacific (ACP) Group, the Small Island Developing States

- (SIDS), bilateral relations with Switzerland and Samoa's key development partners, consular work, UNESCO in Paris and FAO in Rome; and other relevant UN institutions in Europe (Vienna)];
- iii. Facilitate and maintain communication with contact persons of key stakeholders in ii.; and maintain an updated list of contacts;
 - iv. Provide administration of the financial and book-keeping services of the mission including payment of rent and bills and the preparation and submission of the monthly financial reports to capital;
 - v. Maintain an updated asset register for the mission, ensure furniture and equipment are kept in a safe environment and maintain proper filing systems on office administration and financial issues as well as staff sick leave, annual leave and home leave;
 - vi. Translate documents (French / English) and facilitate communication
 - vii. Provide assistance to facilitate stay in Geneva of visiting delegations from Samoa including in securing accommodation, local transport arrangements and in providing general information on living in Geneva;
 - viii. Maintain close and good relations with the Commonwealth Small States Office (CSSO) in the upkeep of office and shared facilities;
 - ix. Maintenance and operation of office vehicle(s) for the transport of authorised personnel and all transport needs of the mission;
 - x. Ensure that all vehicles comply with the Minimum Operating Security Standards (MOSS); and all rules and regulations in relation to the Federal Roads Office (FEDRO)
 - xi. Must be able to work flexible hours and to perform other duties as assigned by the Head of Mission.

Position Accountabilities

The position will report to the Permanent Representative (PR) of the Samoa Mission and will work closely with the staff to advance the responsibilities of the Mission.

Position complexities

Most challenging duties typically undertaken:

- Liaising with and adapting to a wide range of different stakeholders from the local supplier to high-level government officials.
- Achieving pre-planned deadlines whilst responding to ad-hoc urgent matters.
- Being mindful of the time difference between Geneva and Apia when urgent matters are concerned.

Qualifications and experience required for the role

The Mission is seeking a dynamic and motivated individual who takes initiative and appreciates the context in which small countries and small missions operate in.

The applicant is required the following knowledge/experience, qualifications skills, competencies and attitude:

- Commercial or Administration Diploma
- Fluent in English and French spoken and written
- Good knowledge of standard software applications (Word, Excel, PowerPoint)
- Good knowledge of basic accounting/book-keeping
- Good knowledge of local Swiss and Geneva administrative and legal requirements
- Valid driver's license
- At least 5 years of relevant professional work experience in a similar position including diplomatic protocols and procedures with the Swiss Mission, foreign embassies and international organisations based in Geneva, Rome, Paris and other European cities
- Ability to multitask
- Good organisational and planning skills to fulfil tasks adequately, set priorities and meet deadlines
- Excellent time management and flexibility to work beyond normal working hours
- Flexible, sense of initiative and ownership, minimal supervision and ability to work in a multi-cultural environment
- Reliable, shows strong attention to detail and a focus on quality
- Good team spirit with excellent verbal, written, and interpersonal skills
- Ability to handle sensitive information with strict confidentiality

Functional relationships

The role will liaise with:

Internal:

- Ministry of Foreign Affairs and Trade, Apia
- Other Samoa Missions abroad
- Other Government of Samoa Agencies (as directed).

External:

- Permanent Missions of Pacific Island Forum Members, Members States of various UN agencies and other organisations that Samoa is a member of.; bilateral relations
- Pacific Islands Forum Secretariat (PIFS)
- United Nations Office of Geneva (UNOG), WTO and other UN agencies in Geneva (WHO, ILO, IMO, UNCTAD, UNIDO, ITU, WMO, WIPO)
- The Organisation of African, Caribbean and Pacific States (OACPS) in Geneva and Brussels
- Commonwealth Small States Office (CSSO)
- Food and Agriculture Organisation (FAO), IFAD, WFP in Rome
- United Nations Educational, Scientific and Cultural Organisation (UNESCO) in Paris

- International Atomic Energy Agency (IAEA) in Vienna
- Non-governmental Organisations in Geneva
- Real Estate Agencies in Geneva
- Local suppliers

Change of Position description

This position description may be subject to change from time to time in response to the changing nature of our work environment – including technological requirements or statutory changes. Such change may be initiated as required.

Summary of Conditions, Benefits & Entitlements

Contract Term:

The successful candidate will be entitled to a local fixed-term contract term of two years subject to performance during a six-month probation period. The contract may be renewed based on performance and the need for the position.

Working hours:

The working hours will be 09:00 am to 05:00 pm on Monday to Friday.

Due to meetings finishing late or weekend events; and the time difference between Geneva and Samoa the Administration Officer is expected to be flexible to work beyond normal working hours.,

Overtime remuneration includes taking time-off-in-lieu.

Salary:

The salary range on an annual basis will be CHF 60,000 to CHF 72,000. Starting salary will be at the lower end of the range.

Superannuation and social insurance:

The Samoa Mission has diplomatic status and as such does not contribute to superannuation (2nd Pillar) or to social insurances (AVS) for employees.

Annual Leave:

The entitlement for annual leave is 10 working days per annum.

Sick Leave:

The allocation for paid sick leave is 10 days per annum

Administrative Information

The closing date for applicants is **31 August 2023**. Applications should contain full information on education and career background. Applicants must also provide the names, addresses (postal & e-mail), fax and telephone numbers of three employment referees including current employer.

Interested applicants should apply by email to samoageneva@mfat.gov.ws