

POSITION DETAILS

Title	Manager
Salary	\$78,000
Division	Security, Legal & Recovery Unit
Term of employment	Contractual (3 years)
Job Description	<ul style="list-style-type: none"> • The Security, Legal & Recovery Manager at Samoa Business Hub is responsible for overseeing all security operations, legal matters related to recovery, and ensuring legal compliance across the organization. • This leadership role involves strategic planning, managing recovery initiatives, liaising with legal authorities, and coordinating security protocols to safeguard the assets, staff, and reputation of the Samoa Business Hub. • In addition, the Manager is responsible for overseeing and implementing the work plan for the Division. • Incumbent will be under general supervision of, and reports directly to CEO.

KEY RESPONSIBILITIES AND DUTIES

Manage Unit's workplan	<ul style="list-style-type: none"> • Develop/Review and implement comprehensive security policies and procedures to protect the Samoa Business Hub. • Lead and supervise security personnel and recovery teams to ensure effective operations. • Oversee and coordinate recovery activities, including debt collection, asset recovery, and legal proceedings. • Manage relationships with legal authorities, external legal advisors, and law enforcement to facilitate legal processes. • Ensure legal compliance with Samoan laws and organizational policies across all activities. • Provide strategic advice on risk management and mitigation strategies. • Oversee the drafting, review, and management of legal documents related to recovery and security. • Conduct regular security assessments and update security strategies accordingly. • Coordinate internal training and awareness programs on security policies and legal compliance. • Prepare reports for senior management on security, legal, and recovery matters. • Ensure the confidentiality and integrity of sensitive information.
Manage relations	<ul style="list-style-type: none"> • Initiate liaisons and networks with stakeholders • Represent the organisations in public forums both local and international • Create and maintain active relationships with the Banks

Executive Support	<ul style="list-style-type: none"> • Assist with the administration of the Business Loan Guarantee Scheme(BLGS) • Provide professional advice for the CEO • Take on role and acting and represent the organization in the absencesof the CEO
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PERFORMANCE STANDARDS

Key Performance Indicators	<ul style="list-style-type: none"> • Response Time to Security Incidents: Respond to security issues within set timelines within the Strategic Plan. • Number of Security Incidents: Maintain or reduce the number of incidents reported annually. • Recovery Rate: Achieve a target percentage of assets or debts recovered within set timeframes. • Legal Case Resolution: Resolve legal matters within defined time limits. • Compliance Score: Maintain 100% compliance with legal and security policies during audits. • Staff Training & Awareness: Conduct at least 1 security/legal training sessions per year. • Staff Supervision & Performance: Achieve positive performance reviews for the security and recovery team. • Budget Management: Stay within allocated budget for security and recovery activities. • Documentation Accuracy: Ensure 100% accuracy and timeliness of legal and recovery documentation. • Risk Assessments Conducted: Complete a specified number of risk assessments annually with mitigation plans implemented.
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ELIGIBILITY CRITERIA

Education	<ul style="list-style-type: none"> • Degree in Economics, Commercial Law, Business Management,Banking or related fields • Proven experience in security management, legal affairs, or recovery operations at a managerial level, preferably within a corporate or organizational setting. • Strong knowledge of Samoan legal frameworks and recovery processes. • Demonstrated leadership and team management skills. • Excellent negotiation, communication, and interpersonal skills. • Strategic thinking and problem-solving abilities. • Strong organizational and decision-making skills. • Relevant certifications in security management, legal studies, or related fields are advantageous.
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Work experience	<ul style="list-style-type: none"> • Minimum of 5 years of professional experience in security management, legal affairs, or asset recovery, preferably within a corporate, governmental, or organizational setting. • Proven track record of developing and implementing security protocols and policies. • Demonstrated experience in managing legal cases, liaising with law enforcement and legal authorities. • Experience in leading and supervising teams, with strong leadership
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	<p>and decision-making skills.</p> <ul style="list-style-type: none"> • Prior experience in risk management, compliance, and crisis response is highly desirable. • Familiarity with legal frameworks and recovery procedures relevant to Samoa or similar jurisdictions. • High degree of written and spoken fluency in both Samoan and English
Other skills	<ul style="list-style-type: none"> • Ability to relate to all economic sectors • Good team worker • Strategic thinking and planning to align security and recovery initiatives with organizational goals • Strong negotiation and influence skills for legal and recovery negotiations • Excellent communication and interpersonal skills for liaising with authorities, staff, and external partners • Analytical and problem-solving abilities to assess risks and develop effective solutions • Conflict resolution and dispute management skills • Attention to detail for legal documentation and incident reporting • Proficiency with security systems and legal research tools • Cultural sensitivity and understanding of local laws relevant to Samoa • Leadership and team development skills to manage and motivate staff • Adaptability and resilience to respond effectively to emergencies and changing environments • Valid driver's license

