



MINISTRY OF EDUCATION, SPORTS & CULTURE  
MATĀGALUEGA O Ā'OGA, TA'ALOGA MA AGANU'U

<b>Position Title</b>	<b>Principal Archives Officer</b>
<b>Position Code</b>	<b>EC000087</b>
<b>Supervisor Code</b>	<b>EC001096</b>
<b>Reports to:</b>	<b>Assistant Executive Officer– National Archives and Records Authority (NARA)</b>
<b>Immediate Supervisor:</b>	<b>Assistant Executive Officer– National Archives and Records Authority (NARA)</b>
<b>Division:</b>	<b>National Archives and Records Authority (NARA)</b>
<b>Location:</b>	<b>MESC Main Office</b>
<b>Salary Grade</b>	<b>A16/A19 \$53,817 /\$62,624</b>

## PRIMARY OBJECTIVE

To support the custody, control, management, preservation and the use of Public Records through the provision of effective administration and delivery of archival management services.

## KEY RESPONSIBILITIES

### ARCHIVES MANAGEMENT SERVICES

- Develop policies, guidelines, plans and proposals for the National Archives of Samoa based on Public Records Act 2011
- Coordinate and administer the Digitization Project
- Plan, organize and implement workshops and training of National Archives across government Ministries and Agencies
- Plan, organize and conduct research and surveys on matters concerning the development of archives project
- Provide advice on archival materials needs in the public sector, information to researchers based on government regulations and ethics
- Ensure safety, good maintenance of Archive premises and conservation and preservation of archival materials
- Supervise archive staff
- Prepare archives reports and work plans as part of division and ministry report and planning
- Identify source and recommend materials facilities, equipment and services required for the archives project and prepare the annual archives budget for the archives and records budget
- Conduct appraisal for all archival document



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- Effectively identify and manage risk to the achievement of the unit's deliverables
- Carry out recommendation pertaining to the archival management as and when directed by the ACEO
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### Core Competencies/Selection Criteria

*To effectively and efficiently perform in this role, you must possess/demonstrate the following competencies:*

<b>MERITS</b>	<b>COMPETENCIES</b>	<b>DESCRIPTOR</b>
<b>Skills &amp; Abilities</b>	<b>Strategic Thinking</b>	<ul style="list-style-type: none"> <li>• Understands organizational direction and sets work tasks that align with the strategic objectives.</li> <li>• Understands the relationship between self and organizational goals.</li> <li>• Recognize impact of operational work on organization's direction.</li> <li>• Considers wide issues when assessing the impacts of issues.</li> <li>• Undertakes objective, critical analysis and draws conclusions or weighs up options based on evidence.</li> <li>• Determined and passionate in meeting operational goals and possesses a positive attitude towards change.</li> </ul>
<b>Skills &amp; Abilities</b>	<b>Building and sustaining relationships</b>	<ul style="list-style-type: none"> <li>• Is committed to client service, builds and sustains relationships within the organization, across the public service.</li> <li>• Facilitates cooperation and fosters teamwork through sharing information.</li> <li>• Capitalizes on diversity and harnesses different viewpoints to enhance the operations of the Division.</li> <li>• Encourages and motivates people to engage in continuous learning and in activities to sustain morale.</li> <li>• Possesses a strong grasp of the key issues and presents a convincing and balanced rationale.</li> </ul>



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<b>Skills &amp; Abilities</b>	<b>Delivers/achieves results / outcomes</b>	<ul style="list-style-type: none"> <li>• Explores ways to improve effectiveness by harnessing technology and implementing continuous improvement activities.</li> <li>• Responds flexibly to changing circumstances and deploys resources wisely and identifies optimum resourcing combinations.</li> <li>• Adopts a planned approach to the management of programs and defines high level objectives and supports translation into implementation strategies.</li> <li>• Supports a culture of achievement and ensures planned projects / targets are monitored to achieve expected outputs.</li> <li>• Strives for quality and ensure compliance with regulatory requirements.</li> </ul>
<b>Skills &amp; Abilities</b>	<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Shows ability to lead and manage planned targets with commitment to achieving same.</li> <li>• Shows confidence and willingness to lead targets</li> <li>• Shows sound analytical and innovative skills and commitment in carrying out duties.</li> </ul>
<b>Personal Attributes</b>	<b>Commitment Personal Drive</b>	<ul style="list-style-type: none"> <li>• Pursues work with energy and drive.</li> <li>• Persevere to achieve goals in the face of resistance and setback</li> <li>• Consistently meets goals and pushes for results</li> </ul>
<b>Personal Attributes</b>	<b>Integrity</b>	<ul style="list-style-type: none"> <li>• Widely trusted and seen as a direct and truthful individual.</li> <li>• Presents truthful information in an appropriate and helpful manner.</li> <li>• Work in a professional manner despite personal preferences.</li> <li>• Guided by the Samoan Public Service Values of honesty, impartiality, service, respect, transparency, accountability, efficiency and effectiveness.</li> </ul>
<b>Personal Attributes</b>	<b>Intellect and Judgment</b>	<ul style="list-style-type: none"> <li>• Applies intellect and knowledge to weigh up complex information and identify critical factors and issues.</li> <li>• Explores options in full and makes sound decisions under pressure.</li> <li>• Handles concepts and complexity comfortably and can communicate and summarize them effectively to others.</li> </ul>



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<b>Experience</b>	<b>Experience and Past Work Performance</b>	<ul style="list-style-type: none"><li>• A minimum of 5 years' experience in Archives and Records Management</li><li>• Experience in developing policies and procedures manuals</li><li>• Experience in staff training</li></ul>
<b>Qualification</b>	<b>Educational Qualifications</b>	<ul style="list-style-type: none"><li>• Must have a minimum qualification of Bachelors in Archives, Records, Information Management or equivalent</li></ul>