

JOB DESCRIPTION

The Chief Executive Officer (CEO) of the Samoa International Finance Authority (SIFA) is primarily responsible for the proper and sound management of SIFA. The CEO is directly responsible to the Board of Directors and Minister of Finance

Duties include:

- a. To monitor and supervise the conduct of international financial services provided by SIFA and ensure that all fees and charges are properly collected, recorded and accounted for.
- b. To convene meetings of the Board of Directors to be held at least once every two months and provide for the Board's information and consideration issues and all matters pertaining to or relevant for the smooth administration of SIFA.
- c. To provide advice to the Board on ways to protect and maintain the good repute of SIFA and Samoa as an International Finance Centre.
- d. To ensure coordination and cooperation between the public sector agencies, private corporations and non-governmental organisations concerned in any way with international financial services.
- e. To advise and coordinate promotional activities for Samoa as a Centre for international financial services.
- f. To recommend for the Board's consideration means to assist in the creation and improvement of any facilities likely to enhance Samoa's attraction as an offshore jurisdiction.
- g. To advise and recommend to the Board (following consultations with the private sector) the need to introduce, amend or replace legislation which pertains to cross border financial services and other forms of business structures.
- h. To liaise with appropriate multinational bodies (e.g. International Monetary Fund (IMF), Asia Pacific Group (APG) on money laundering etc.) regarding the need to conduct any research or commissioned studies on Samoa's international business sector and related services.
- i. To seek appropriate training for SIFA staff on the registration, licensing and ongoing supervision of business entities available under Samoa's international financial services legislation.
- j. To recommend to the Board the development of national objectives, policies and priorities for the orderly administration of international financial services.
- k. To achieve and recommend to the Board/Minister of Finance, generally on any matter relating to Samoa's offshore sector.
- l. Such other functions and duties as delegated by the SIFA Board of Directors and/or the Minister from time to time.