UNIT TRUST OF SAMOA (MANAGEMENT) LIMITED

CONTRACTUAL EMPLOYMENT

APPLICATION INFORMATION PACKAGE

INFORMATION TECHNOLOGY MANAGER

1. HOW TO APPLY:

I. MAKING AN APPLICATION

a. For your application to be considered you **MUST** complete and submit **ALL** these requirements;

- Complete and Signed Application Form
- Certified Copies of all academic achievements/qualifications/training etc.
- Recently updated curriculum vitae
- 3 written references (relevant only to this application)
- Submit a valid police clearance report (issued within the past 12 months)

ALL INCOMPLETE APPLICATIONS WILL NOT BE CONSIDERED FOR SHORTLISTING.

II. SUBMISSION OF APPLICATION

a. All applications should be addressed to:

The Chief Executive Officer
Unit Trust of Samoa (Management) Ltd
Level 3, Development Bank of Samoa
Apia, Samoa

b. All application can be submitted using the following options:
UTOS Office – Level 3, Development Bank of Samoa Building; OR
Email: aysha.rimoni@utos.ws

c. All applications for the position will be closed on **Thursday 25th June 2026 at 4.00pm.**

d. For more information, please do not hesitate to contact our HR team on emails. fiaputa.lino-toetu@utos.ws & sera.mosese@utos.ws or telephone 24969.

LATE APPLICATIONS WILL NOT BE ACCEPTED

2. About the Unit Trust of Samoa (UTOS)

The Unit Trust of Samoa (Management) Limited (UTOSM) is a State-Owned Enterprise of the Government of Samoa. Its principal activity is to operate and manage the Unit Trust of Samoa (Trust).

The Company's main objectives in the managing of the Trust can be classified under two broad categories that are, a Social Objective and a Commercial Objective.

i. Its social objective is centred on inclusivity to ensure that eligible unitholders are able to access affordable investment opportunities.
ii. Its commercial objective is to ensure that investments carried out provide a satisfactory level of returns to its unitholders.

The Trust is private investment vehicle that allows unitholders monies to be pooled that in return are re-issued with units. The pooled funds are invested by UTOSM as the fund manager in accordance with the investment guidelines contained in the prospectus and the investment policies and other relevant legislation and regulations.

For more information about UTOS (Trust) and UTOS (Management) Company please refer to the website www.utos.ws

3. About the Position:

POSITION DESCRIPTION

Job Title:	INFORMATION TECHNOLOGY MANAGER
Reports to:	Chief Executive Officer, Unit Trust of Samoa (Management) Ltd
Supervises:	IT Department
Salary:	$94,624.00 - $106,452.00 (max) per annum
Term:	Contractual Term – 3 years
Other benefit:	The staff will be entitled to staff benefits as outlined in the Human Resource Management Policy and the Performance Management Guideline Manual unless otherwise specified in the contract.

Position Overview

The IT Manager (ITM) is a senior leadership role responsible to the CEO for the design, delivery, security and ongoing management of all IT systems, infrastructure, digital services and cybersecurity architecture for UTOSM. The ITM is the principal driver of the organisation's Digital Innovation strategy.

The ITM is expected to operate with a high degree of strategic vision, translating complex technology solutions into business outcomes that serve unitholders, protect organisational

assets and support UTOS' growth trajectory. This includes leading the implementation of integrated systems for any new products, and ensuring the organisation's cybersecurity posture meets and exceeds its target security scores.

Duties

Technical and Strategic

- Lead the procurement, implementation, and integration of necessary digital systems to improve operational efficiency.
- Maintain and continuously improve all IT systems, infrastructure, and services ensuring daily availability, system currency, and minimum disruption to operations.
- Continuously strengthen a comprehensive cybersecurity framework, including threat intelligence, vulnerability management, firewall configuration, access controls and endpoint protection.
- Maintain a robust Disaster Recovery and Business Continuity Plan with regular testing; maintain and regularly test server backups; and provide secure remote network access for authorised users.
- Review and enhance the Unitholder Registry System (URS).
- Develop and implement a rolling IT Strategy and annual IT budget aligned to the Corporate Plan; evaluate user needs and technology trends; and manage all software contracts, licences and vendor relationships to ensure value for money.
- Plan and implement IT policies, strategies and standard operating procedures; and keep all systems and practices current with regulatory and operational requirements.

Monitoring and Evaluation

- Monitor all IT activities, server operating systems and the local area network; conduct regular systems audits to verify application results, data accuracy and system integrity; and report findings periodically to the CEO and Management Team.
- Actively track the organisation's cybersecurity posture and security score; monitor threat intelligence; and review vendor contract and licence performance to ensure delivery standards and value for money are maintained.
- Lead the Incident Response Plan upon any cyber breach or system failure; conduct thorough post-incident investigations; implement corrective and preventative measures; and coordinate regular Disaster Recovery testing with documented results.
- Design and maintain IT performance dashboards and reporting tools; translate IT data into actionable insights; and contribute evidence-based IT cost analysis and forecasting to financial projections and budget planning.
- Deliver accurate IT-related data, traffic light assessments and commentary for all quarterly, annual reporting cycles.
- Deliver cyber risk awareness training to all staff at least annually; maintain training records; and keep content current with emerging threats to embed a culture of cyber resilience across the organisation.

Leadership and Management

- Actively participate as a member of the Core Executive Management Team; contribute to decision-making and governance processes; and provide an informed technology perspective across organisational strategy and planning.

- Contribute to the development and implementation of key Company documents including the Corporate Plan, Business Plan, Prospectus and Performance Management Plans; ensure IT KPIs are diligently monitored and reported.
- Act as Chief Executive Officer when required; and represent UTOS at local and international forums on technology, digital innovation and cybersecurity.
- Lead, mentor and develop IT team members through regular performance management, coaching and individualised development planning; and ensure all team members participate in at least one relevant training course per annum.
- Collaborate with HR to develop technical training resources; advise on IT workforce planning in line with organisational growth and new product demands; and support the onboarding and training of new IT and broader organisational staff.
- Foster a high-performing team culture grounded in UTOS' values of trust, innovation and service excellence; and contribute to the organisation's Employer of Choice objective through proactive staff engagement and development.

Qualification, Skills and Knowledge for Selection Criteria.

Essential Skills & Knowledge

Competency	**Descriptor**
IT Projects	• Demonstrated experience leading IT projects from planning through to implementation and post-deployment review.
Cybersecurity	• Formal certifications or trainings in cybersecurity • Demonstrated understanding of cybersecurity principles, frameworks and best practices.
Networking and recovery	• Proven ability to manage networks, servers and cloud environments, including backup and recovery systems.
Communication skills	• Demonstrated written and verbal communication skills, including the ability to translate technical matters for non-technical stakeholders.
Organizational Leadership	• Proven ability to work effectively in a team environment and contribute to organizational leadership • Proven strategic leadership experience in a Senior IT role, financial service, government or regulated organization.

Desirable Skills & Knowledge

Programming & Systems Development	• Experienced with systems programming, development, integration, website development, mobile application development, and digital platform management.
Business Continuity Planning (Systems)	• Cisco or equivalent network certification, and experience with cloud computing, disaster recovery, and incident response planning for digital systems.
Data Analytics	• Experience with data analytics, reporting, and business intelligence tools, where findings must be explained clearly to stakeholders.

Qualification (Essential)

Competency	**Descriptor**
Educational Qualification	• A Bachelor's degree in Computer Science, Information Technology, Information Systems, Cybersecurity or a closely related discipline.

Experience (Essential)

Experience and Past Work Performance	• A minimum of seven (7) relevant professional experience in IT management, systems administration or related fields.

Main outputs:

- Maintain and improve IT systems, infrastructure, and company website to ensure high availability and scheduled maintenance of hardware, software, anti-virus, backups and licences.
- Develop and implement the IT strategy and annual budget, and manage software contracts, vendor agreements and secure remote access.
- Maintain and improve cybersecurity, sustain a security score ≥900, execute the Incident Response Plan on breaches and test the Disaster Recovery Plan twice yearly.
- Produce timely IT performance reports, audit findings and data insights with traffic-light assessments for all reporting cycles and ensure ICT Policy/SOP compliance and updates.
- Manage IT team capability through annual individual development plans, minimum one training course per staff per year, and annual cyber risk awareness training for all staff.