



**JOB DESCRIPTION
MANAGER LEGAL SERVICES
LEGAL SERVICES DEPARTMENT**

Position: Manager
Department: Legal Services
Salary: Manager Grading Step 1 - \$94,624 pa
Term: 3 years Contract

Responsible To: The General Manager - SAA

Primary Objectives:

- A. To provide high quality legal advice and strategic leadership to the Samoa Airport Authority ('Authority'), ensuring the effective implementation, enforcement, and continuous improvement of the legislative framework administered by the Authority;
- B. To assist and provide legal support to the Commercial Services Division in the recovery of debts owed to the Authority, ensuring adherence to civil proceedings and internal policies.
- C. To manage and develop the Legal Services Department, fostering a high-performing team capable of delivering effective legal, commercial, and compliance services.

Responsibilities and Duties:

- 1. Provide strategic legal advice to the General Manager on all matters arising under the Authority's legislative, regulatory, and policy frameworks.
- 2. Lead the review, development, and strengthening of legislation relevant to the Authority's operations in collaboration with the Law Reform Commission and the Office of the Attorney General.
- 3. Manage, mentor, and develop legal staff, facilitating training programs on legislation, legal interpretation, enforcement, and compliance to enhance the Authority's internal capabilities.
- 4. Oversee the effective and efficient administration, monitoring, and enforcement of all relevant legislation for which the Authority is responsible.



5. Provide high-level legal representation for the Authority in litigation, prosecution, or other legal matters, coordinating with the National Prosecution Office or Office of the Attorney General as required.
6. Advise the General Manager on matters arising from international treaties, regulations, and standards, ensuring the Authority's legislative compliance under international obligations.
7. Lead the drafting, negotiation, and review of contracts and other legally binding arrangements entered into by the Authority, in collaboration with the Office of the Attorney General.
8. Oversee procurement and commercial legal matters within the Authority, ensuring ethical standards, quality assurance, and the preparation of accurate, practical, and legally compliant contracts and commercial documents.
9. Provide strategic consultation and provide expert advice to General Manager, Management and Board of Directors on policy and legislative issues.
10. Identify critical legal and policy concerns, leading the preparation of guidelines, protocols, and policies to mitigate risk and support organizational objectives.
11. Represent the Authority in negotiations, conventions, seminars, public hearings, and forums on policy, legislative, or regulatory matters.
12. To manage recovery actions on debts owed to the Authority in accordance with legal processes and guidelines under relevant legislations;
13. Collaborate with the Finance & Commercial Services Department to develop and implement legally compliant debt recovery policies and processes to support revenue targets.
14. Provide legal guidance in client negotiations regarding payment arrangements, ensuring adherence to instalment agreements and proper processing of monies received.
15. Contribute to the achievement of wider SAA corporate, sectoral, and national outcomes through effective legal leadership and organizational participation.
16. As Output Manager, prepare and manage the Legal Unit's budget, allocate resources effectively, and oversee the delivery of legal services in line with organizational priorities.



Selection Criteria

1. Must be a qualified legal practitioner from an international recognized tertiary institution eligible for admission to or currently admitted to the Roll of Barristers and Solicitors of the Supreme Court of Samoa. (Essential)
2. At least 5 years of experience as a Solicitor, with a minimum of 3 years recent experience in litigation, handling commercial matters, and conducting negotiations, including international or regional meetings, preferably in civil aviation. (Essential)
3. Demonstrated ability to draft, review, and manage legal and commercial documents, as well as negotiation briefs at a senior level. (Essential)
4. Familiarity with Government procurement systems and international donor agency frameworks. (Essential)
5. Demonstrated ability to manage commercial matters, civil litigation, and overall legal file management, including delegation and supervision of legal staff. (Essential)
6. Proven experience in assessing and improving the delivery of legal services, providing strategic recommendations to support the Authority's corporate and management objectives (Essential).
7. Demonstrated knowledge and understanding of debt collection principles, legal processes for debt recovery, and commitment to customer service principles, including supporting the Commercial Services Division in recovery efforts. (Essential)
8. Sound knowledge of relevant policies and legislation to provide well-reasoned, technically accurate, and practical legal advice within required timeframes (Essential).
9. Demonstrated leadership and team management skills, including the ability to mentor staff, allocate resources, and lead the Legal Services Unit effectively (Essential).
10. Strategic thinking and governance skills to advise on policy, risk management, and compliance issues at the organizational and Board level. (Essential)