



Ministry of Health
Request for Expression of Interest (REOI)
Overseas Medical Treatment (OMT) Scheme
New Zealand Facilitator – Samoa Medical Treatment Scheme (SMTS)

1. Background

The Government of Samoa through the Ministry of Health (MOH) administers the Overseas Medical Treatment Scheme (OMTS), which enables access to specialized medical treatment overseas which is not available in Samoa. Through this arrangement, the Samoa Medical Treatment Scheme facilitates the referral of patients and provision of medical care in New Zealand as well as other approved destinations.

To ensure the effective and efficient management of the Scheme, the Ministry now invites Expressions of Interest (EOI) from suitably qualified and experienced individual based in New Zealand to provide facilitation services as the Samoa Medical Treatment Scheme Facilitator – New Zealand.

2. Objective of the Role

The overarching objective of this contractual arrangement is to facilitate efficient, equitable, and quality management of the Samoa Medical Treatment Scheme (SMTS) patients referred to New Zealand and other approved locations. The Facilitator will coordinate patient referrals, hospital admissions, treatment monitoring, financial tracking and communication between New Zealand medical institutions and the Ministry of Health Samoa.

3. Scope of Services / Key Responsibilities

- Ensure the Scheme operates according to approved Overseas Medical Treatment Policy and Guidelines.
- Coordinate patient appointments, admissions, investigations and follow ups with New Zealand health providers.
- Seek cost estimates from at least two (2) separate specialists or medical institutions for each approved patient.
- Maintain contact with Samoa patients referred under the Scheme and address concerns as they arise.
- Ensure unfunded services are communicated clearly to patients, families and specialists.
- Provide monthly reports to the OMT Coordinator including patient status, financial updates and treatment summaries.
- Submit all required documentation to the OMT Coordinator and Medical Screening Committee (MSC) in a timely and professional manner.

4. Qualification and Experience Requirements

- A health care related qualifications from a recognized institution (medical or nursing qualification desirable).
- At least 10 years of experience in health care management or health systems management.
- Proven experience in coordinating medical referrals, patient management or international health facilitation.
- Strong understanding of both New Zealand and Samoa health systems.
- Excellent written and verbal communication skills in English (knowledge of Gagana Samoa desirable).



- Proficiency in Microsoft Office (Word, Excel) and database management.
- Must be based in New Zealand and hold a current business license.
- Must not be a practicing medical specialist to avoid conflict of interest.

5. Duration and Remuneration

The engagement will be for a three (3) year contract, subject to annual performance reviews. The successful candidate will be remunerated based on a contract arrangement with the Ministry of Health, Samoa.

6. Submission Requirements

- A Cover Letter expressing interest in the position.
 - A detailed Curriculum Vitae (CV) outlining relevant qualifications and experience.
 - Copies of academic and professional qualifications.
 - At least two referees with contact details.
7. Expressions of interest must be addressed and electronic submission through the Government e-Portal https://portal.tenderlink.com/mof_samoa/ by 11.00am Samoa time, Monday 17th November 2025.

Ministry of Finance
Attn: Tenders Board Secretary
Level 4, Central Bank of Samoa Building
2 Apia City Boulevard
Apia, Samoa.
Tel: +685 -34333

8. The detailed Terms of Reference can be obtained from the Ministry of Health. For more information, please contact the personnel below:

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 ACEO Finance & Procurement Division
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- cc: Faleola Afegaitinooti Eliu
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