

Land Transport Authority

Job Description

Date:	23 rd May 2014 Updated – January 2017	Position Title	Manager Procurement & Programming
Division:	PROCUREMENT & PROGRAMMING	Classification Level	\$84,048p.a (3 years Contract)
Directly Supervises			
Reports to:	The Chief Executive Officer (CEO) for the effective and efficient strategic leadership and management of the Procurement and Programming Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

Primary Objective	
	To lead the national road network planning and design functions of the LTA to ensure development of optimum investment strategy, giving the community value for money, with environmental benefits from reduced operating costs and better resource utilization.

Responsibilities

Responsibilities	
1	Lead the formulation and management of the annual process regarding the development, review and cost estimates and forecasts of the LTA National Road Programme (10 Years, 3-5 Years and Annual Plans) in accordance with Government policies and priorities.
2	Manage and oversee all work procurements including the development and implementation of environmental policies and procedures to assure LTA compliance with National environment legislation
3	Co-ordinate the process and management of engineering services procurement including maintenance and development consultancy (when the need arises), and physical work contracts.
4	Manage and supervise the standards for tendering ensuring tender documents are aligned with specifications of National Road Program intent, and that LTA commercial interests are safeguarded
5	Lead and formulate the most effective strategy of managing and resourcing property acquisition and make necessary recommendation to the Management team.
6	Oversee the operation, utilization and continuous update of the Samoa Asset Management Systems (SAMS) ensuring that appropriate procedures for data collection and maintenance are in place.
7	Monitor the Division's financial position against contract budgets and ensure compliance with financial reporting systems.
8	Develop performance targets and indicators, in consultation with other LTA Managers, to enable effective monitoring against LTA agreed plans.
9	Formulate in collaboration with other Managers, and implement management strategies and practices that improve teamwork and create a motivational work environment that enhance employees' productivity and commitment.
10	Develop and implement a capability building strategy for Divisional employees so that they understand their roles and contributions to agreed LTA priorities and respond positively to internal customers.
11	Work collaboratively with the IT Manager to ensure the accuracy of procurement and programming data and information for better planning
12	Co-ordinate the preparation of Corporate Plans to ensure the LTA is adequately resourced to meet its commitment in the NRP
13	Represent the CEO on Government committees and any other duty as directed.

Selection Criteria		Essential - Desirable	Weighting
Qualification	A degree with a major in Civil Engineering or equivalent from a recognized tertiary Institution.	Essential	
Work Experience	At least 5 years of experience at a senior management level.	Essential	
Knowledge and Skills	Proven relevant experience in procurement systems, programming and monitoring, procedural and policies enforcement.	Essential	
	Demonstrated ability to perform critical analysis and initiate procurement and programming policy interventions and provide strategic advice to the CEO on all procurement matters	Essential	
	Demonstrated ability to collaborate, network, negotiates and engages effectively with divisional employees, other Managers and with external stakeholders on issues pertaining to road use.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcome with approved resources and within agreed timelines in accordance with acceptable quality and ethical standards.	Essential	
	Should be computer literate and has proven experience in Microsoft office software and appropriate engineering database.	Essential	
	Has sound knowledge of the following legislations; <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Ministry of Works Act 2002 • Labour and Employment Act • Police Act 	Desirable	
Special Requirements of Job			
Require to work outside the office most of the times and weekends if/when required. Must be physically and mentally fit.			

Competencies	
1	Leadership
2	Strategy
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity

Prepared by:	Human Resource
---------------------	-----------------------