

# Land Transport Authority

## Job Description

<b>Date:</b>	12th September 2019	<b>Position Title</b>	Civil Engineer Contracts & Asset Management
<b>Division:</b>	Procurement and Programming	<b>Classification Level</b>	\$68,677.00 per annum
<b>Directly Supervises</b>			
<b>Reports to:</b>	Report to the Manager Procurement and Programming (PPD) on all matters relating to procurements, contract management and asset database management for Authority infrastructures in Samoa, ensuring that they are implemented in accordance with internationally comparable and LTA standards, objectives and targets.		

### Primary Objective

To implement and oversee the procurement, contract and asset management processes of the division and Authority ensuring that all projects commissioned by the LTA are carried out in accordance with standards required to meet its sanctioned objectives and targets. Also to ensure proper development and update of the asset management system in accordance with applicable international standards.

### Responsibilities

1	Oversee the operation and administration of Procurement processes, Contracts and Asset Management within the Programming and Procurement Division.
2	Provide advice to the Manager on all Procurement, Contracts and their management, and asset management activities of the LTA through the division's primary functions.
3	Supervises construction works and reports to Manager on a daily basis; liaise with contractor during progress of works.
4	Manage, delegate and coordinate tasks of the staff under the Procurement and Contracts, and Asset Management facets which report to him/her under direction of the Manager. This includes monitoring of the Authority's role as administrator of the road reserve, advising the Manager on any issues pertaining to this role.
5	Manage updates of the Asset Management system pertaining to road pavement and reserve maintenance including drainage construction, upgrades and maintenance linking all relevant documentation to the asset management system.
	Manage and supervise routine maintenance of the Traffic Signals network working with relevant LTA staff on road improvements pertaining to this infrastructure.
6	Coordinate with utilities, relevant LTA personnel and stakeholders during contract implementation and supervision phase.
7	Review and submit to CEO for approval through Manager PPD, Tenders Board reports, Tender submission results, Tender advertisements and relevant award documentation. For clearance by the Legal Division tender and contract documentation before the documents are used in the procurement process;
8	Ensure all contracts follow the required procurement processes which may include satisfying the requirements of the Samoa Tenders Board; Office of the Attorney General, Ministry of Finance, Ministry of Works, Transport and Infrastructure and Ministry of Natural Resources & Environment;
9	Plan, Monitor and Manage the procurement process to ensure projects are implemented as efficiently as possible with minimal delays;
10	Assist Manager PPD in Preparing Financial budget for relevant budget required for related functions and duties under the position and for the division if required
11	To Manage consultants undertaking supervision, design and survey contracts pertaining to divisional and Authority systems and infrastructure, ensuring contract requirements are met in a timely manner.
12	Maintain and update the contracts register for budgeting, planning and reporting purposes to the

	Management, LTA Board, Minister, Cabinet, Parliament etc.
	Participate and include subordinate staff in involvement with donor agency funded project implementation in capacity required.
13	Represent Manager PPD in internal committees and any other duties when required.

Selection Criteria		Essential - Desirable	Weight
Qualification	Tertiary qualification of Bachelors Degree in Civil or relevant engineering discipline from a recognized institution.	Essential	
Work Experience	At least 3 years of relevant work experience, particularly in Procurement of relevant works, contract management using GoS Procurement Guidelines and asset management systems pertaining to road and related infrastructure	Essential	
Knowledge and Skills	1. Sound knowledge of Engineering standards and contract management standards	Essential	
	2. Demonstrated ability to provide technical advice regarding design, construction, or program modifications to road engineering, asset management and managerial personnel.	Essential	
	3. Demonstrated ability to work under minimum supervision	Essential	
	4. Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering Software and databases	Essential	
	5. Demonstrate ability in written and verbal communication in both English and Samoan languages, and effective liaising with key Authority stakeholders.	Essential	
	6. Have working knowledge of the following legislations and government guidelines: LTA Act 2007 LTA Regulations Public Finance Management Act 2001 Public Bodies Performance and Accountability Act 2001 Government of Samoa Procurement Guidelines	Essential	

Competencies	
1	Lead by responsible example
2	Team Building
3	Responsible for assisting with interviewing and hiring
4	Training and Coaching
5	Planning, assigning, directing and supervising work
6	Appraising performance; rewarding and disciplining
7	Addressing complaints and resolving problems

Prepared by:	Human Resource
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