

# Land Transport Authority

## Job Description

<b>Date:</b>	24 <sup>th</sup> February, 2020	<b>Position Title</b>	Engineer Officer - Savaii
<b>Division:</b>	SAVAII	<b>Salary Grade</b>	G3S1 \$16,186.23 – G4S7 \$25,901.36 pa
<b>Reports to:</b>	The Manager Savaii through the Principal Road Operation Officer Savaii to ensure that the road construction work is thoroughly monitored according to international standards.		

<b>Primary Objective</b>	
	To assist the Principal Road Operation Officer Savaii (PROOS) in implementation of strategies for the all Construction contracts activities in Savaii.
<b>Responsibilities</b>	
1	Assist in ensuring consistency of proper records of all Capital works contracts in Savaii.
2	Assist the PROOS in carrying our inspections of assets, identification and diagnosis of failures for work contracts in Savaii on a daily basis and submit report.
3	Assist the PROOS in collecting data and other technical requirements for the purpose of proposed work contracts in the budget tender preparations.
4	Responsible in preparing Daily Site Inspection Reports and assist in the programming of Maintenance Activities for Contractors.
5	Assist in ensuring that Safety, environmental and Road regulations are met and adhered to by Contractors.
6	Responsible in ensuring that all equipment and resources required for construction contracts activities in Savaii are in place and in good order, and submit recommendations for orders according to the budget.
7	Assist the PROOS in assessing all progress claims or final claims by contractors prior to certification for payment by the Manager Savaii.
8	Be able to provide a high standard of leadership and teamwork to ensure that high performance standards against set targets are achieved.
9	Must provide technical advice when needed for the PROOS on matters pertaining to Work Contracts, and be able to attend promptly at time of any Emergency situation as required in Savaii.

<b>Selection Criteria</b>				<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification			Minimum NZ Certificate in Engineering or equivalent from a recognized tertiary Institution.	Essential	
Work Experience			Minimum of 2 years of relevant working experience.	Essential	
Knowledge and Skills			Excellent verbal/written communication skills and interpersonal skills in Samoan and English.	Essential	
			Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations.	Essential	
			Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards.	Essential	
			Should be able to perform well and work efficiently under minimum supervision.	Essential	

		Has sound knowledge of the following legislations; LTA Act 2007, LTA Regulations, Public Finance Management Act 2001, Public Bodies Performance and Accountability act 2001, Ministry of Works Act 2002, Labor and Employment Act 2013.	Essential	
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		<b>Competencies</b>	
		1	Honesty and trustworthy
		2	Team building
		3	Flexible while using Common Sense
		4	Relationship establishment with customers & clients
		5	Integrity
		6	Punctuality
		7	Responsible, Listen and Respond
		8	Respectful
		9	Awareness and Sensitivity
		10	Demonstrate sound work ethics

<b>Prepared by:</b>	<b>Human Resource</b>
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