

# Land Transport Authority

## Job Description

<b>Date:</b>	21 <sup>st</sup> April 2021	<b>Position Title</b>	Junior Environmental Safeguards Officer
<b>Division:</b>	PROJECT MANAGEMENT DIVISION	<b>Classification Level</b>	\$20,986.06 per annum
<b>Contract Duration</b>	Three (3) Years		
<b>Reporting Structure</b>	Junior Environmental Safeguards Officer will report to the Principal Safeguards Officer and/or the Project Management Division Manager depending on the directive from the Manager		

<b>Primary Objective</b>	
	<ul style="list-style-type: none"> <li>To support the Principal Safeguards Officer in ensuring smooth implementation of all safeguards requirements of the Government of Samoa and the Asian Development Bank.</li> <li>To work together within the Project Management Division and with appointed Project Consultants to ensure the specified safeguards requirements and aims of each construction project are fully met.</li> <li>To support the Project Manager by assisting in review of safeguard documents and monitoring of environmental mitigation measures during construction.</li> <li>Support other donors funded projects on as-needed basis</li> </ul>

<b>Job Function</b>	
1	Assist in supporting implementation of, and monitoring compliance with, safeguards requirements
2	Assist with verification of all Project Safeguard Documents
3	Support environmental monitoring activities
4	Other duties as directed by the Manager of Project Management Division
<b>Responsibilities</b>	
1	Assist the LTA Principal Safeguards Officer in reviewing documents or deliverables pertaining to environmental and social safeguards that are prepared by the consultants and/or donor agencies
2	Assist the LTA Principal Safeguards Officer and Safeguards Specialists attached to each project in implementing or following up comments or approvals from relevant ministries eg. Ministry of Natural Resources and Environment.
3	Assist in carrying out site visits and field work activities such as conducting regular audits of the Contractors' Environmental Management Plans during construction.
4	Monitor and assist with enforcement of safeguards measures stipulated in safeguards legislation framework or plans i.e development consents and other permits issued, PUMA Act, Environmental and Social Plan, Codes of Environmental Practice, etc.
5	Support civil works contractors, as required, to prepare construction environmental management plans that meet the requirements of project development consent, EIA (or similar)
6	Assist in coordination and conducting of consultation with project affected communities
7	Lead in updating the grievance and complaints register for all projects as well as monitoring complaints/grievances to ensure timely resolution.
8	Implement any other works as directed by the Manager of Project Management Division.
9	Preparing inputs for reports as required (monitoring reports, progress reports, semi-annual safeguards monitoring reports etc)

<b>Selection Criteria</b>		<b>Essential - Desirable</b>	<b>Weighting</b>
Qualification	A suitable diploma in Environmental, Science or a relative technical qualification from a recognized Institution	Essential	

Work Experience	Have at least 1 years of relevant experience in civil works and Contract management.	Essential	
Knowledge and Skills	A knowledge of development partners' (ie: ADB, World Bank) and GoS safeguards procedures.	Desirable	
	Competence in report writing, meeting presentation, and communication skills.	Essential	
	Competence in Microsoft Office software, and MS Project software for project scheduling.	Essential	
	Fluent in English and Samoan – both written and spoken.	Essential	
	Current Samoan Driver's License.	Desirable	

<b>Competencies</b>	
1	Team Player & Team Building
2	Responsible, Listen and Respond
3	Planning, assigning, directing and supervising
4	Integrity/ Flexible/ Common Sense, Trustworthy
5	Public and Customer Relation expert
6	Physically fit

