

# Land Transport Authority

## Job Description

<b>Date:</b>	19 November 2021	<b>Position Title</b>	Engineering Officer-Design
<b>Division:</b>	PROCUREMENT & PROGRAMMING	<b>Classification Level</b>	G4/S1-G4/S7 \$20,986.06-25,901.36 p.a.
<b>Directly Supervises</b>			
<b>Reports to:</b>	Report to the Principal Design & Procurement Engineer on all matters relating to procurements & designs and to ensure that they carried out in accordance with the required standards set up and acceptable by LTA so they meet the objectives and targets of the authority.		

### Primary Objective

To assist the Principal Contracts & Design Engineering Officer to implement the procurement & design processes of the LTA to ensure all projects commissioned by the LTA are carried out in accordance with standards required to meet the objectives and targets of the LTA.

### Responsibilities

1	Liaise with surveyors to plan and conduct field surveys to locate and analyse details sites,
2	Report maintenance problems occurring at project site to Senior Engineers and Constructions Supervisors,
3	Compile and prepare quotations, tender and contract documentations for any engineering project as directed by the Divisional Manager,
4	Compile AUS and NZ Guidelines, Standards and Specifications for Contract works and use these documents to prepare for Guidelines, Specifications and Standards to suit Samoa conditions and environment for the procurement works,
5	Assist the Senior Engineer Contracts and Design Officer on compiling and preparing Request for Proposals (RFP) including Terms of References (TOR) for Consultancy Services,
6	Carry out field work wherever and whenever is needed,
7	Carry out Engineering Contract Administration Works,
8	Assist Senior and Principal Engineer in maintaining all contract records as well as standard designs and drawings by establishing efficient filing system
9	Assist in preparing in reports, cost estimates and document project activities and data,
10	All other duties directed by the Manager Programming and Procurement.

### Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification in an engineering discipline such as NZCE, NZ Diploma of Highway Technology, Australian Diploma (AQF) Engineering OR Equivalent	Essential	
Work Experience	Minimum 3-5 years of relevant work experience, particularly infrastructural works.	Essential	
Knowledge and Skills	Experience in simple engineering design of minor road infrastructure developments.(Essential).	Essential	
	Experience in contract tender process, bidding and contract management standards	Essential	
	Strong written and verbal communication in both English and	Essential	

	Samoan language.		
	Sound knowledge of Engineering standards and contract management standards.	Desirable	
	Sound knowledge in Public Relations and Customer Service	Essential	
	Knowledge of relevant legislations (LTA Act & LTA Regulations)	Desirable	
	Demonstrated ability to work under minimum supervision	Essential	
	Valid Driver's License with a clean Police Report	Essential	
	Should be computer literate	Essential	

<b>Competencies</b>	
1	Lead by responsible example
2	Team Building
3	Training and coaching
4	Planning, assigning, directing and supervising work
5	Addressing complaints and resolving problems.

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