

Land Transport Authority

Job Description

Date:		Position Title	Senior Engineering Officer
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G5/S1-G6/S7 \$26,817.16-\$40,695.00 p.a.
Directly Supervises			
Reports to:	Senior Engineering Officer will report to the Principal Engineer and/or PMD Manager depending on the directive from the Manager		

Primary Objective

	<ol style="list-style-type: none"> 1. As the Senior Engineer Officer to support the Principal Engineer (s) in enduring the efficient contract management and administration of all LTA projects under the PMD mainly those funded by the World Bank and ADB 2. To work together with the PMD and appropriate Project Consultants to ensure the specified standards and aims of each construction project are fully met 3. To support the Project Manager by assisting in the bidding process, contract award and contract management for consultancy and contractor services
--	---

Responsibilities

1	Ensure compliance with Development Partners and GoS procurement requirements
2	Assist with the verification of all project payments for consultants and contractors
3	Assist Contract Engineer(s) <ol style="list-style-type: none"> i. In drafting project proposals ii. Reviewing designs/contracts/reports iii. Collection of project data iv. Assist in quality assurance v. Monitoring ongoing projects including monitoring & evaluation data vi. Carry out site visits
4	Other duties as directed by the PMD Manager

Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	A Bachelor of Civil Engineering Degree from a recognized Institution	Essential	
Work Experience	Have at least 1 year of relevant experience in civil works and contract management	Essential	
Knowledge and Skills	A knowledge of development partners (i.e. World Bank) and GoS procurement and safeguards procedures	Desirable	
	Competence in report writing, meeting presentation and communication skills	Essential	
	Competence in report Microsoft office software and MS Project software for project scheduling	Essential	
	Fluent in English and Samoan – both written and spoken	Essential	
	Current Samoa Driver's License	Essential	

Competencies

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 experience
6	Physically fit/healthy

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