

Land Transport Authority

Job Description

Date:	April 2022	Position Title	Manager - Project Management Division
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	ACEO Level
Directly Supervises	Project Management Division		
Reporting Structure	Reports to the Chief Executive Officer for the effective and efficient strategic leadership and management of the Project Management Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

- To manage the Project Management Division of LTA, focal point for implementation of projects under LTA which are funded by World Bank, Asian Development Bank, Green Climate Fund, DFAT and others
- To coordinate and manage the day to day execution of donor funded projects under LTA and work closely with the Transport and Infrastructure Sector Coordination Division (TISCD) within the Ministry of Works, Transport and Infrastructure (MWTI) as well as the Centralised Technical Support Services Unit (CTSSU) within the Ministry of Finance (MOF)
- To ensure that the projects promote capacity building of LTA staff and relevant government agencies as well as stakeholders of the private sector

Job Function

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| 1 | Responsible to the Chief Executive Officer for the day to day administration of the Project Management Division and the management and coordination of day to day execution of activities as well as its fiduciary duties under each project that are implemented by LTA; funded by World Bank, Asian Development Bank, Green Climate Fund, DFAT and others |
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Key tasks and Duties

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| 1 | Manage the day-to-day operation and staff of the Project Management Division |
| 2 | Coordinate and manage the day to day execution of donor funded projects under LTA and work closely with the Transport and Infrastructure Sector Coordination Division (TISCD) within the Ministry of Works, Transport and Infrastructure (MWTI) as well as the Centralised Technical Support Services Unit (CTSSU) within the Ministry of Finance (MOF) |
| 3 | Ensure compliance by LTA of GoS and relevant donor's procurement, safeguards policies and guidelines as well as other fiduciary duties set out in each relevant projects' financial agreements |
| 4 | Ensure that the LTA donor funded projects promote capacity building of LTA and GoS staff as well as private sector and knowledge transfer |
| 5 | Provide reports to the CEO and Management, LTA Board, Minister, Transport and Infrastructure Sector and others as requested by CEO |
| | Provide sound technical advice to the CEO and Management, LTA Board, Minister, Transport and Infrastructure Sector on solution to issues relating to project implementation or ways to improve LTA in meeting its goals and objects |
| 6 | Lead and manage the PMD staff in preparation and/or review of bidding documents, Request for Proposals, technical specifications, terms of reference, detailed designs and other relevant documents for all projects |
| | Certify payments of claims made by contractors and consultants under each Project prior to approval |

	of CEO and/or Minister of MWTI depending on value of claim
7	Work closely with other Managers of LTA in meeting LTA's performance targets set out in its LTA Corporate Plan, Transport Sector Plan etc.
8	Other duties as directed by CEO

Selection Criteria		Essential - Desirable	Weighting
Qualification	Hold a Bachelor's Degree majoring in Civil Engineering or equivalent from a recognized Institution. A Diploma or Certificate in Civil Engineering may be considered with the right amount of work experience.	Essential	
Work Experience	At least 3 years of civil engineering, procurement and project management experience for those holding a Bachelor of Engineering degree. For those holding Diploma or Certificate level, must possess at least 5 years of civil engineering, procurement and project management experience	Essential	
Knowledge and Skills	Knowledge and experience of GoS and one of these donor's- World Bank, ADB, Green Climate Fund etc procurement, safeguards, financial policies is required	Essential	
	Demonstrated experience in undertaking stakeholder consultations	Essential	
	Competence in report writing, meeting presentation, and communication skills in both English and Samoan	Essential	
	Competence in Microsoft Office software, and MS Project software for project scheduling	Essential	
	Current registration with the IPES	Essential	
	Fluent in English and Samoan – both written & spoken	Essential	
	Current Samoan Driver's License	Desirable	

Competencies	
1	Leadership
2	Strategy
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Holding Others Accountable
7	Policy and Regulatory Metrics
8	Relationship with external constituencies
9	Financial Accountability
10	Flexible/common sense
11	Integrity
12	Physically fit

Prepared by:	Human Resource
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