

Land Transport Authority

Job Description

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

Primary Objective

	To lead LTA operations on the island of Savaii and to ensure the implementation of procurement procedures/initiatives agreed with technical specialists in other Divisions. To contribute the specific needs of Savaii road users and road network into management team discussions and decision making.
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Responsibilities

1	Lead and manage road operations and road use information and needs of Savaii to ensure these are incorporated into the LTA Road Network Plans (10 years, 3-5 years and Annual Plans) and the Corporate Plan.
2	Facilitate the timely resolution of any environmental issues or disputes that may arise during the progress and performance of Savaii road maintenance and construction work.
3	Review and report on the performance of all awarded construction and maintenance contracts (including supervision contracts).
4	Manage and closely monitor contractors to ensure they are held accountable to their obligations including the enforcement of penalties and remedial strategies and solutions.
5	Lead and manage the implementation of Road Use Management systems and procedures for vehicle inspection and registration, driver licensing and road safety.
6	Manage and facilitate effective coordination, teamwork and liaison between Savaii employees, Road Use Management and Road Operations (Upolu) divisional employees.
7	Monitor the Division's financial performance against contract budgets and road user fees, in accordance with prevailing procedures and reporting systems.
8	Coordinate and facilitate the development of performance targets and indicators, in consultation with other LTA Managers, to enable effective monitoring against plans and coach Divisional employees so that they understand their contribution to the objectives of the LTA.
9	Formulate, implement and evaluate in collaboration with other Managers management strategies and practices that improve teamwork and create a motivational work environment that enhance.
10	Develop and implement a capability building strategy for Divisional employees so that contribute to agreed LTA priorities and respond positively to internal customers.
11	Work collaboratively with IT Divisions to ensure the accuracy of information and data for better planning
12	Represent the Chief Executive Officer in Government committees and any other duties as directed.

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	Essential	

	Engineering degree. For those holding Diploma or Certificate level, must possess at least 5 years of civil engineering, procurement and project management experience		
	At least 5 years of experience at a senior management level.		
Knowledge and Skills	Proven relevant experience in transport management, road licensing and regulatory systems, enforcement, policies and procedures.	Essential	
	Demonstrated ability to perform critical analysis and initiate related policy interventions where necessary and provide strategic advice to the Chief Executive Officer on road use, road operations and procurement/programming matters.	Essential	
	Demonstrated ability to collaborate, network, negotiate and engage effectively with Divisional employees, Managers and with external stakeholders in issues pertaining to Savaii Operations.	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timeline in accordance with acceptable quality and ethical standards.	Essential	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering and transport database.	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 Samoa Labour and Employment Relations Act 2013 Road Traffic Ordinance 1960 (Part IV) Road Traffic and Traffic Control Act 1990 Road Traffic Orders 1994 Membership of Statutory Boards and Authorities Act 2001	Essential	
Other criteria	Can live and work in Savaii especially camp at Savaii during long periods such as lockdown	Essential	

Competencies	
1	Leadership
2	Strategic
3	People Management
4	Goals and Achievements
5	Planning and Implementation
6	Accountable and Transparent
7	Policy and Regulatory Metrics
8	Relationship
9	Flexible/use of common sense
10	Integrity & Perseverance
11	Physically Fit

Prepared by:	Human Resource
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