

Land Transport Authority

Job Description

Date:	June 2022	Position Title	Principal Engineering Officer	
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G7/S1-G8/S7 (\$42,126.64-\$65,875.99)	
Directly Supervises				
Reporting Structure	Principal Engineering Officer will be work under the Contract Engineer directly accountable to the Project Management Division Manager			
Primary Objective				
	<ul style="list-style-type: none"> As the Principal Engineering Officer to assist the Contract Engineer to ensure the efficient contract management and administration of all LTA projects funded under Donor funded projects as required by the CEO To work together with appointed Project Consultants to ensure the specified standards and aims of each design and construction project are fully met To assist in preparation of Terms of Reference and to assist in the procurement and bidding process and contract award for consultancy and contractor services. 			
Job Function				
1	Ensure compliance of procurement with Donor Partner and GoS requirements and any other applicable Donor Requirements.			
2	Assist in preparing technical specifications and terms of reference, request for proposals, bidding documents, evaluation reports, contract documents and contract amendments/variations, as well as progress reports for all projects.			
3	Assist in reviewing of designs, reports, and other contract deliverables.			
4	Process all Project payments for Consultants and Contractors together with updating financial contract reconciliations.			
5	Assist in the monitoring and collection of project data to ensure that the project(s) meet its objectives and indicators			
6	Assist in drafting new project proposals as necessary			
7	Carry out site visits to ongoing project works			
8	Other duties as may be necessary			
Selection Criteria			Essential - Desirable	Weighting
Qualification	A suitable degree in Civil Engineering, Project Management, Environmental Science or other related fields from a recognized Institution		Essential	
Work Experience	At least 3 years experience principally in civil works and contract administration		Essential	
Knowledge and Skills	Appropriate involvement and/or experience in similar projects in Samoa or other developing countries, including least developed countries is desirable		Essential	
	A knowledge of GCF, ADB, and GoS 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 preferable Samoan – both written and spoken		Essential	
	A holder of a Current Samoan Driver's License		Desirable	

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 expert
6	Physically fit

Prepared by:	Human Resource
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