

Land Transport Authority

Job Description

Date:	September 2022	Position Title	Divisional & Procurement Assistant
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G2/S1-G3/S7 \$12,323.48 - \$20,222.51)
Reports to:	Manager Project Management Division		
Primary Objective			
	To provide an effective office management for the Manager and staff of Project Management Division		
Responsibilities			
1	Maintain the overall management and the cleanliness of the work environment for Project Management Division.		
2	Maintain, Manage and Update database of contract documents within the PMD		
3	Create new and maintain all PMD files and records including but not limited to LTA contractors on regular basis.		
4	Carry out secretarial tasks relevant to the implementation of PMD activities e.g. typing materials or other documentations.		
5	Compile, Bind Contract Documents		
6	Facilitate and coordinate meetings		
7	Maintain, Manage and stock take divisional office stationary orders		
8	Receive record and distribute internal and external mails and correspondence.		
9	Receive phone calls and respond to customer enquiries as appropriate.		
10	Obtain quotation, process and procure necessities for PMD.		
11	Monitor the Divisional Attendance Register and process time sheets and staff overtime hours.		
12	Operate photo copier and fax machine.		
13	Attend to service counter at all times.		
14	Maintain the register for Procurement processes and project payments		
15	Register for all Procurement/ Contract Administration processes <ul style="list-style-type: none"> • REOI Issue and Closing Dates • RFP Issue and Closing Dates • Bid Validity Expiry Dates • Insurance Expiry Dates • Construction Completion Dates- Original and Revised end dates 		
16	Register for supervision and construction project payments- claims, amount paid, contract balance <ul style="list-style-type: none"> • Supervision consultant programs • Construction works payments 		
17	Provide updates to the PMD team on all going procurement dates and project payments summary during division meetings		
18	Any other legal duties as directed by Reported Personnel		

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification of Certificate in Office Management from a recognized institution.	Essential	
Work Experience	Minimum of 2 years relevant working experience.	Essential	
Knowledge and Skills	Knowledge of LTA roles and functions and customer protocols.	Desirable	
	Demonstrated ability to operate photo copier and fax machine.	Desirable	
	Demonstrated ability to clearly communicate both orally and in writing in Samoan and English	Essential	
	Computer literacy in Word, Excel, Power point and email.	Essential	
	Ability to organize and maintain an effective filing system.	Essential	
Special Requirements of Job			
The Divisional Assistant will require working in an air conditioned office at all times.			

Competencies	
1	Honesty
2	Team building
3	Flexible and Common Sense
4	Relationship establishment with customers & clients
5	Integrity
6	Punctuality
7	Responsible, Listen and Respond

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