

Land Transport Authority

Job Description

Date:	2 nd September, 2022	Position Title	Safeguard Officer (Contract Level, Salary Grade 9)
Division:	PROJECT MANAGEMENT DIVISION		
Reporting Structure	The Safeguard Officer will be directly accountable to the Project Management Division Manager; will oversee the LTA Principal and Senior Safeguards Officers This is a Contracts level position.		
Primary Objective			
	<ul style="list-style-type: none"> To ensure the efficient implementation and administration of all environmental and social (E&S) requirements for the LTA projects funded by World Bank including the Samoan Aviation and Roads Investment Project (SARIP), and Samoan Climate Resilient Transport Project (SCRTP) To provide advice and support for strengthening LTAs environmental and social governance of standards and procedures for construction works. 		
Job Function			
1	Oversee the implementation of E&S requirements for World Bank funded projects implemented by LTA and ensure timely obtainment of approvals from World Bank and GoS.		
2	Lead implementation of project level instruments for SARIP - ESMF, LARF, Labour Management Procedures (LMP) and Stakeholder Engagement Plan (SEP); and, SCTRIP - Environmental and Social Management Framework (ESMF) and Land Acquisition and Resettlement Framework (LARF)		
3	Lead E&S due diligence, assessment and management planning, for all sub-projects implemented by LTA with World Bank financing including overseeing where relevant, work conducted by design and supervision consultants		
4	Lead resettlement planning and implementation (as required) together with relevant ministries/stakeholders		
5	Support the works procurement process ensuring that E&S requirements are integrated into works bid documents/contracts, evaluation and negotiation processes, and contractor mobilization (i.e. C-ESMP development/approval).		
6	Lead project E&S monitoring and reporting requirements, including where relevant, overseeing work conducted by design and supervision consultants		
7	Assist the Project Manager with resolving issues raised during construction and making sure all issues are recorded.		
6	Organize and liaise with specific stakeholders to provide workshops and trainings as per requirements by World Bank for LTA projects.		
8	Assist the Project Manager in drafting new project proposals as necessary		
9	Oversee stakeholder engagement on E&S aspects including the conduct of community consultations, information dissemination, and the operation of the project grievance mechanism at various stages of the project/sub-project cycle		
10	Oversee the implementation of SARIP's LMP including workers GRM		
11	Other duties as directed by the Project Manager		

Selection Criteria		Essential - Desirable	Weighting
Qualification	A suitable Bachelor degree in environmental science/engineering or social science from a recognized tertiary institution. Masters degree in relevant discipline would be an advantage.	Essential	
Work Experience	At least 3 years' experience principally in E&S risk management on road and or other major infrastructure projects in Samoa or other Pacific country.	Essential	
Knowledge & Skills	At least 3 years' experience of GoS and/or World Bank (or similar development agency) E&S safeguards/standards procedures and requirements	Essential	
	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 – both written and spoken	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 expert

Prepared by:	LTA Human Resource and Project Management Division
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