

# Land Transport Authority

## Job Description

<b>Date:</b>	<b>November 2022</b>	<b>Position Title</b>	Senior Safeguard Officer
<b>Division:</b>	PROJECT MANAGEMENT DIVISION	<b>Classification Level</b>	G5/S1-G6/S7 \$26,817.16-\$40,695.00 p.a.
<b>Reporting Structure</b>	Senior Safeguard Officer will report to the Principal Safeguards Officer and/or the Project Management Division Manager depending on the directive from the Manager		

### Primary Objective

- As the Senior Safeguard Officer to support the Principal Safeguard Officer in ensuring the active designs, works, and respective contract are satisfying all safeguard requirements by the donor partner and Government of Samoa.
- To work together with the Project Management Division and appointed Project Consultants to ensure the specified standards and aims of each construction project are fully met.
- To support the Project Manager by assisting in the review of design, bidding documents, contract award, safeguard documents, and contract management for consultancy and contractor services.

### Job Function

1	Ensure compliance with Development Partners and GoS safeguard requirements
2	Assist with verification of all Project safeguard documents
3	Other duties as directed by the Manager of Project Management Division

### Responsibilities

1	1. Assist the LTA Principal Safeguards Officer in Reviewing documents or deliverables pertaining to environmental and social safeguards that are prepared by the consultants and/or donor agencies
2	Assist the LTA Principal Safeguards Officer and Safeguards Specialists attached to each project- Enhanced Road Access Road Project, West Coast Road Project, GCF Project, Reconstruction of Vaisigano Bridge Project and any future projects, in implementing or following up comments or approvals from relative government agencies eg. Ministry of Natural Resources and Environment.
3	Monitor and assist with enforcement of safeguards measures as stipulated in safeguards legislation framework or plans i.e. PUMA Act, Environmental and Social Management Plan etc.
4	Lead in updating the grievance and complaints register eg Grievance and Complaints Logging System (GCLS) under World Bank projects as well as monitoring complaints lodged by different Project Affected Persons.
5	Implement any other works as directed by the Manager of Project Management Division

Selection Criteria		Essential - Desirable	Weighting
Qualification	A suitable diploma in Environmental, Science or a relative technical qualification from a recognized Institution	Essential	
Work Experience	Have at least 1 years of relevant experience in safeguards	Essential	
Knowledge and Skills	A knowledge of safeguard requirement of development partners' (ie: World bank) and GoS	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 and Samoan – both written and spoken .	Essential	
	Current Samoan Driver's License .	Desirable	

<b>Competencies</b>	
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

<b>Prepared by:</b>	<b>Human Resource</b>
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