

Land Transport Authority

Job Description

Date:	March 2023	Position Title	Quality Assurance-Contract Officer
Division:	Quality Assurance Division	Classification Level	\$68,957.76-\$89,832.13 G9/S1-G9/S7 (3year contract)
Directly Supervises	Laboratory Team		
Reporting Structure	The Quality Assurance Division for the effective and efficient supervision of all construction testing activities of the Quality Assurance Division to ensure the achievement and sustainability of the LTA's business goals and objectives.		

Primary Objective

To provide advice and assistance to the Manager Quality Assurance Division in the supervision of all the laboratory testing and ensure test results to be available within prescribed timelines, and lead the calibration and maintenance of all laboratory equipment.

Responsibilities

1	Develop & review standard operating procedures, testing logs and forms, laboratory manual, Quality management system manual and relevant laboratory documentation from time to time.
2	Lead in the enforcement and monitoring of the Quality Management System
3	Provide Trainings and identify Training needs of lab technicians.
4	Lead Calibration and Maintenance of all laboratory equipment.
5	Supervise and assist lab technician testing out in the field and in house.
6	Collaborate with other tech teams on planned works and projects to ensure advance preparation and scheduling of lab team.
7	Investigate and provide relevant corrective actions to QA Manager to address inconsistent in tests results.
8	Manage the handling of complaints and collaborate with Legal team to resolve any issues that might arise as a result of lab test results.
9	Manage and monitor movement of laboratory personnel and equipment.
10	Ensure effective allocation and availability of laboratory resources to prevent delays in the effective operation of the lab, including the scheduling of laboratory works in Upolu and Savaii.
11	Lead laboratory testing services to ensure contractors' and consultants' work comply with prescribed construction and maintenance quality and standards.
12	Provide relevant advice to QA Manager on compliance issues with designs and construction of roads, bridges, drainages, seawalls against the approved standards.
13	Represent the QAD manager in any management meetings, site visits or wherever applicable when absent
14	Other legal duties as directed from time to time

Selection Criteria

		Essential - Desirable	Weighting
Qualification	A degree with majors in engineering, engineering science or civil/technology /quality assurance or any relevant qualification from a recognized tertiary Institution.	Essential	

Work Experience	At least 3 years work experience in quality assurance, lab testing.	Essential	
Work Experience	At least 2 years in senior management position	Essential	
Knowledge and Skills	Demonstrated ability to collaborate, network, negotiate and engage effectively with divisional employees, managers and with external stakeholders in issues pertaining to road operations	Essential	
	Demonstrated ability to formulate, manage and achieve planned outcomes with approved resources and within agreed timelines in accordance with acceptable ethical standards	Essential	
	Should be computer literate and has proven experience in Microsoft office software and other appropriate engineering database	Essential	
	Excellent verbal/written communication skills and interpersonal skills in Samoan and English	Essential	
	Has sound knowledge of the following legislations: <ul style="list-style-type: none"> • LTA Act 2007 • LTA Regulations • Public Finance Management Act 2001 • Public Bodies Performance and Accountability Act 2001 • Ministry of Works Act 2002 • Labour and Employment Act 2013 • Occupational Health and Safety Act 2002 • Occupational Health and Safety Regulations 2017 	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
6	Physically fit

Prepared by:	Human Resource & Quality Assurance Division
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