

Land Transport Authority

Job Description

Date:	April 2023	Position Title	Principal Engineer Contracts
Division:	PROCUREMENT & PROGRAMMING	Classification Level	G7/S1 – G8/S7 \$42,126.64 – \$65,875.99 p.a.
Reports to:	Report to the Manager of the Division on all matters relating to procurement and asset management of all roads and road related infrastructures in Samoa, ensuring that they are implemented in accordance with LTA standards, objectives and targets.		

Primary Objective

Under the supervision of the Contracts and Asset Management Engineer, to implement the procurement processes of the LTA ensuring that all procurements commissioned by the LTA are carried out in accordance with Government of Samoa Procurement Guidelines, and oversee relevant staff under the position.

Responsibilities

1	Spearhead the Procurement Section in collaboration with the Engineer – Contracts and Asset Management. Oversee and monitor the performances of 2 technical staff in relation to Divisional Output Delivery.
2	Work with the Engineer- Contract and Asset Management, to constantly maintain and improve the procurement record-keeping database, as well as continue to implement and improve procurement documentation such as Tender Documents, contracts to obtain the appropriate clearances and approvals for use
3	Prepare and coordinate tender, tender preparation & submission, and evaluation processes for the timely and efficient approval of projects for implementation, as well as audit of contracts upon completion and templates based on lessons learnt.
4	Liaise with Road Operations Managers in Upolu and Savaii to provide direction in construction operations and maintenance activities at project sites for procurement purposes.
7	Provide advice regarding procurement processes to the Authority.
8	Review and submit to CEO for approval tender and contract documentation before the documents are used in the procurement process; also in line with Government of Samoa Procurement Guidelines.
9	Monitor and update contract documents and manuals for forwarding and clearance certification by the LTA in-house counsel and Attorney General's Office when required under procurement guidelines.
10	Maintain all contract records as well as standard designs and drawings;
11	Ensure all contracts follow the required procurement and contractual processes which may include satisfying the requirements of the Samoa Tenders Board; Office of the Attorney General, Ministry of Finance, Ministry of Works, Transport and Infrastructure and Ministry of Natural Resources & Environment to safeguard the Authority and Government of Samoa.
12	Assist Civil Engineer to Plan, Monitor and Manage the procurement process to ensure projects are implemented as efficiently as possible with minimal delays;
13	Assist Civil Engineers to Manage consultants undertaking design and survey contracts, ensuring contract requirements are met in a timely manner;
14	Liaise with Road Operations Managers (Savaii and Upolu), and provide legal and contract administration advice to any disputes resolution processes or contract variations when required;
15	Liaise with LTA Legal advisor and procure outside legal advice and legal presentation on contract matters for LTA if required;

16	Monitor performance against division targets in the area of procurement and asset management, reporting to the Programming and Procurement Manager. Recommend and take corrective actions;
17	Keep updated records of any procurement correspondence and/or instruction for LTA Contracts;
18	Work with the Contracts Engineer to ensure all Tender Evaluations are kept confidential. Also ensure that Tender Evaluations are conducted with utmost professional ethics, transparency and accountability.

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification of Bachelors Degree in Civil Engineering or relevant discipline from a recognized institution.	Essential	
Work Experience	Minimum 4 years of relevant work experience, particularly procurement of infrastructural works an advantage.	Essential	
Knowledge and Skills	Strong written and verbal communication in both English and Samoan language	Essential	
Knowledge and Skills	Sound knowledge of Public Finance Management Act (PFMA), Treasury Instructions and Public Procurement Operating Manual and relevant Engineering and Contract Management standards	Essential	
Knowledge and Skills	Ability to plan, monitor and manage contracts efficiently.	Essential	
	Ability to provide advice regarding Public Procurement in all its aspects.	Essential	
	Knowledge of relevant legislations (LTA Act & LTA Regulations)	Essential	
	Demonstrated ability to work under minimum supervision	Essential	
	Must be Computer literate.	Essential	

Competencies	
1	Lead by responsible example
2	Team Building
3	Training and coaching
4	Planning, assigning, directing and supervising work
5	Addressing complaints and resolving problems.

Prepared by:	Human Resource/Procurement and Programming Divisions.
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