

# Land Transport Authority

## Job Description

<b>Date:</b>	February 2023	<b>Position Title</b>	Senior Engineering Officer (LTA)
<b>Division:</b>	PROJECT MANAGEMENT DIVISION	<b>Classification Level</b>	\$28,694.36-\$43,543.64 p.a. (G5/S1-G6/S7)
<b>Reports to:</b>	Senior Engineering Officer will report to the Contract Engineer and/or PMD Manager depending on the directive from the Manager		

### Primary Objective

	<ol style="list-style-type: none"> <li>1. As the Senior Engineer Officer to support the Principal Engineer (s) in enduring the efficient contract management and administration of all LTA projects under the PMD mainly those funded by the World Bank</li> <li>2. To work together with the PMD and appropriate Project Consultants to ensure the specified standards and aims of each construction project are fully met</li> <li>3. To support the Project Manager by assisting in the bidding process, contract award, processing payments and contract management for consultancy and contractor services</li> </ol>
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### Responsibilities

1	Ensure compliance with Development Partners and GoS procurement requirements
2	Assist with the verification of all project payments for consultants and contractors
3	Assist Contract Engineer(s) <ol style="list-style-type: none"> <li>i. In drafting project proposals and documentations</li> <li>ii. Reviewing designs/contracts/reports</li> <li>iii. Collection of project data</li> <li>iv. Assist in quality assurance</li> <li>v. Monitoring ongoing projects including monitoring &amp; evaluation data</li> <li>vi. Carry out site visits</li> </ol>
4	Other duties as directed by the PMD Manager

### Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	A Bachelor of Civil Engineering Degree from a recognized Institution	Essential	
Work Experience	Have at least 1 year of relevant experience in civil works and contract management	Essential	
Knowledge and Skills	A knowledge of development partners (i.e. World Bank) and GoS procurement and safeguards procedures	Desirable	
	Competence in report writing, meeting presentation and communication skills	Essential	
	Competence in report Microsoft office software and MS Project software for project scheduling	Essential	
	Fluent in English and Samoan – both written and spoken	Essential	
	Current Samoa Driver's License	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 experience
6	Physically fit/healthy

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