

Land Transport Authority

Job Description

Date:		Position Title	Contracts Engineer
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G9/S1-G9/S7 (3yrs contract)
Directly Supervises	ADB Project Team		
Reporting Structure	Contracts Engineer will be directly accountable to the Project Management Division Manager		

Primary Objective	
	<ul style="list-style-type: none"> • As the Contracts Engineer to ensure the efficient contract management and administration of all LTA projects funded under ADB and any other Donors as required by the CEO • To work together with appointed Project Consultants to ensure the specified standards and aims of each design and construction project are fully met • To support the Project Manager in preparation of Terms of Reference and to assist in the procurement, bidding process and contract award for consultancy and contractor services.

Job Function	
1	Ensure compliance of procurement with ADB and GoS requirements and any other applicable Donor Requirements.
2	Assist in preparing technical specifications and terms of reference, request for proposals, bidding documents, evaluation reports, contract documents and contract amendments/ variations, as well as progress reports for all projects.
3	Assist in reviewing of designs, reports, and other contract deliverables.
4	Process all Project payments for Consultants and Contractors
5	Assist the Project Manager in the monitoring and collection of project data to ensure that the project(s) meet its objectives and indicators
6	Assist the Project Manager in drafting new project proposals as necessary
7	Carry out site visits to ongoing project works
8	Other duties as may be necessary

Selection Criteria		Essential - Desirable	Weighting
Qualification	A suitable degree in Civil Engineering, Project Management, or other related fields from a recognized Institution	Essential	
Work Experience	At least 3 years experience principally in civil works and contract administration	Essential	
Knowledge and Skills	Appropriate involvement and/or experience in similar projects in Samoa or other developing countries, including least developed countries is desirable	Essential	
	A knowledge of ADB, and GoS and other donor agency procedures	Desirable	
	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 preferable Samoan – both written and spoken	Essential	
	A holder of a Current Samoan Driver's License	Desirable	

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
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