

# Land Transport Authority

## Job Description

<b>Date:</b>	August 2024	<b>Position Title</b>	Principal Legal Officer
<b>Division:</b>	LEGAL	<b>Classification Level</b>	G7S1-G8S7 \$46,427.77-\$72,601.93 p.a.
<b>Reporting Structure</b>	Manager of Legal Division		
<b>Primary Objective</b>			
The Principal Legal Officer's primary function is to provide support to the Manager of Legal Services on a wide range of legal matters including contracts, compliance and regulatory issues.			
<b>Responsibilities</b>			
1	Draft and review a variety of contracts and agreements including procurement contracts, MoU, MoA and employment contracts.		
2	Provide legal advice to the Manager of Legal Services on contractual, constitutional and legislative interpretation matters.		
3	Conduct research and analyze legal issues and regulations/legislation relevant to the operation of the Authority		
4	Monitor changes in laws, regulations and legal trends that may affect the Authority and provide recommendations for compliance.		
5	Assist with corporate governance matters and collaborate with cross-functional teams.		
6	Prepare and maintain legal documentation – corporate records, contract and regulatory filings.		
7	Perform other legal tasks and responsibilities as assigned and instructed by the Manager of Legal Services.		

<b>Selection Criteria</b>		<b>Essential - Desirable</b>	<b>Weighting</b>
1	A bachelor's degree in Law and a practicing member of the Samoa Law Society.	Essential	
2	At least two (2) years practical experience preferably in a corporate or commercial setting.	Essential	
3	Good working knowledge and understanding of all legislation and regulations applicable to the operation of LTA.	Essential	
4	Sound working knowledge in contract law, corporate law and legislative interpretation.	Essential	
5	Excellent legal research, writing and analytical skills. Proficient in legal research tools and databases	Essential	
6	Strong organizational skills and time management skills as well as the ability to work independent.	Essential	
7	Familiarity with litigation and dispute resolution processes.	Desirable	

<b>Competencies</b>	
1	Leadership
2	Decision Making
3	Flexible & Common Sense
4	Honesty
5	People Management
6	Relationship establishment with stakeholders
7	Legal & Politics background
8	Punctuality
9	Integrity

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