

# Land Transport Authority

## Job Description

<b>Date:</b>	December 2024	<b>Position Title</b>	Engineering Officer
<b>Division:</b>	PROJECT MANAGEMENT DIVISION	<b>Classification Level</b>	G3/S1-G4/S7 \$17,319.26-\$28,545.89 p.a.
<b>Reports to:</b>	Engineering Officer will report to the Principal Engineering Officer and / or the Contract Engineer – World Bank, depending on the directive from the Manager of the Project Management Division.		

### Primary Objective

To assist the Principal Engineer / Contract Engineer in implementation of LTA donor funded projects.

### Responsibilities

1	Assist in supporting, implementation of, and monitoring compliance of LTA Projects.
2	Assist with verification and preparation of payments for construction and consultancy activities.
3	Assist with site visits and progress meetings.
4	Documents all project documentation, deliverables and correspondence.
5	Assist with the preparation of reports as delegated by supervisors.
6	Undertake field material testing and surveys when required.
7	Any other duties from time to time as directed by the Manager of the Project Management Division

### Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	Minimum qualification is Certificate in Foundation Level (NUS) with background in Engineering technology or PSSC.	Essential	
Work Experience	Must have at least 1 years of experience in similar industry.	Essential	
Knowledge and Skills	Communicate in both English and Samoan language, written and oral.	Essential	
	Demonstrated ability to perform critical analysis and initiate innovative ideas.	Essential	
	Demonstrated ability to work under minimum supervision	Essential	
	Must be computer literate	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	Transparent and Respectful