

Land Transport Authority

Job Description

Date:	December 2024	Position Title	Principal Engineering Officer -ADB Project
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G7/S1-G8/S7 \$46,427.77-\$72,601.93 p.a.
Reports to:	Principal Engineering Officer is directly responsible to Manager – Project Management Division, under the supervision of the Contract Engineer (ADB)		

Primary Objective

	<ol style="list-style-type: none"> 1. As the Principal Engineering Officer to assist the Contract Engineer to ensure the efficient contract Management and administration of all LTA projects funded under the Asian Development Bank (ADB) projects, and those ads required by the CEO. 2. To work together with appointed Project Consultants to ensure the specified standards and aims of each design and construction project are fully met 3. To assist in preparation of Terms of Reference and to assist in the procurement and bidding process and contract award for consultancy and contractor services.
--	--

Job Function

1	Ensure compliance of procurement with Asia Development Bank (ADB) and GoS requirements and any other applicable ADB 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 and funds reconciliation for all projects.
3	Assist in reviewing of designs, reports, and other contract deliverables.
4	Process all Project payments for consultants and Contractors together with updating financial contract reconciliations.
5	Assist in the monitoring and collection of project data to ensure that the project(s) meets its objectives and indicators.
6	Assist in drafting new project proposals as necessary.
7	Carry out site visits to ongoing projects works.
8	Other duties as directed by Manager –PMD

Selection Criteria

	Selection Criteria	Essential - Desirable	Weighting
Qualification	A Bachelor of Engineering Degree or a relevant degree from a recognized Institution.	Essential	
Work Experience	At least 2 years' experience principally in civil works, contract administration or Project Management.	Essential	
Knowledge and Skills	Appropriate involvement and / or experience in Donor Funded projects in Samoa or other developing countries, including least developed countries is desirable	Essential	
	A knowledge of ADB and GoS procedures for procurement process.	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 Samoan – both written and spoken	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