

Land Transport Authority

Job Description

Date:	March 2025	Position Title	Engineering Officer- Contracts & Procurement
Division:	PROCUREMENT & PROGRAMMING	Classification Level	G4/S1-G4/S7 \$23,128.73-\$28,545.89 p.a.
Reports to:	Report to the Principal Engineer Procurement & Contract to ensure the national Road network is safe for all road users and traffic flows are proficient at all times.		

Primary Objective

To assist the Principal Engineer of the Division to continuously assess the National Road Network, especially intersections, identifying areas critical to efficient traffic flow and to develop Traffic Engineering and Management plans and measures to ensure safe and efficient traffic flows.

Responsibilities

1	Assist the Principal Engineer by undertaking field work such as site inspections of roads and traffic lights, data collection, and checking new works on safety improvements.
2	Assist to identify areas on the National Road Network where Road Safety can be improved and provide solutions to improve these areas.
3	At the direction of the Principal Engineer conduct formal Road Safety Audits and lead audit teams, auditing new road projects, before, during and after implementation.
4	Assist the Principal Engineer by undertaking field work such as school crossing observation and inspections, checking infrastructure, road marking, signs for pedestrians, signs for drivers and monitoring traffic signalized intersections.
5	Assist Principal Engineer in creating and updating a database for existing Traffic Signals to monitor daily operations. Assess flaws in existing traffic signal system and propose treatments.
6	Compile suitable AUS & NZ guidelines, standards and specifications for the installation of new Traffic Signalized Intersections, efficient monitoring and management of traffic signals
7	Compile AUS & NZ guidelines, standards and specifications to promote safety awareness in road design procedures. These guidelines, standards and specifications should be reviewed and altered to suit the conditions and environment of Samoa.
8	Assist the Principal Engineer to create a database management system for the efficient monitoring of traffic signals.
9	Assist the Principal Engineer on engineering problems, planning and initiatives at the direction of the Procurement & Programming Manager

Selection Criteria

Selection Criteria		Essential - Desirable	Weighting
Qualification	Tertiary qualification in an engineering discipline such as NZCE, NZ Diploma of Highway Technology, Australian Diploma (AQF) Engineering OR Equivalent	Essential	
Work Experience	Minimum 1 years of relevant work experience, particularly infrastructural works.	Essential	
Knowledge and Skills	Experience in simple engineering design of minor road infrastructure developments	Essential	

	Experience in contract tender process, bidding and contract management	Essential	
	Strong written and verbal communication in both English and Samoan language.	Essential	
	Sound knowledge of Engineering standards and contract management standards.	Desirable	
	Knowledge of the Samoa road construction industry	Desirable	
	Sound knowledge in Public Relations and Customer Service	Essential	
	Knowledge of relevant legislations (LTA Act & LTA Regulations)	Desirable	
	Demonstrated ability to work under minimum supervision	Essential	
	Valid Driver's License with a clean Police Report	Essential	
	Should be computer literate	Essential	

Competencies	
1	Lead by responsible example
2	Team Building
3	Training and coaching
4	Planning, assigning, directing and supervising work
5	Addressing complaints and resolving problems.

Prepared by:	Human Resource
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