

Land Transport Authority

Job Description

Date:	25 April 2025	Position Title	Senior Engineering Officer
Division:	PROJECT MANAGEMENT DIVISION	Classification Level	G5/S1-G6/S7 \$29,555.19-\$44,849.95 p.a.
Directly Supervises			
Reports to:	Senior Engineering Officer will report to the Principal Engineer Officer and/ or PMD Project Management depending on the directive from the Project Manager.		

Primary Objective

	<ol style="list-style-type: none"> 1. As the Senior Engineer Officer to support the Principal Engineer Officer (s) in overseeing civil works contracts, ensuring the efficient contract management, and administration of all World Bank- supported LTA projects under the PMD. 2. To work together with the PMD and appropriate Project Consultants to ensure the specified standards and aims of each construction project are fully met 3. To support the PMD Project Manager by assisting in the bidding process, contract award and contract management for consultancy and contractor services. 4. Work with other ministries and units, as needed, to achieve the objectives of the role. This may include for example, MNRE,MLS,MWTI-PMD, and the MOF-CTSSU
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Responsibilities

1	Ensure compliance with World Bank and Government of Samoa (GoS) procurement and safeguard requirements.
2	Assist with the verification of all project payments for consultants and contractors.
3	Assist Contract Engineer(s)/ Principal Engineer Officer (s) <ol style="list-style-type: none"> i. In drafting project proposals ii. Reviewing designs/contracts/reports iii. Collection of project data iv. Assist in quality assurance v. Monitoring ongoing projects including monitoring & evaluation data vi. Assist with carrying out site visits.
4	Other duties as directed by the PMD Project Manager

Selection Criteria

		Essential - Desirable	Weighting
Qualification	A suitable degree / diploma in Civil Engineering	Essential	
Work Experience	Have at least 2 year of relevant experience in civil works and contract management.	Essential	
Knowledge and Skills	Experience working with a diverse range of stakeholders and managing tight timelines.	Essential	
	Competence in report writing, meeting presentation and communication skills.	Essential	
	Competence in report Microsoft Office software and MS Project Software for project Scheduling.	Essential	
	Fluent in English – both written and spoken	Essential	
	A knowledge of development partners (i.e World Bank) and GoS procurement and safeguards procedures.	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 experience
6	Physically fit/healthy